**CURRICULUM VITAE**

**PERSONAL DETAILS**

Name: OTIENO JOHN MEJA  
Date of Birth: 23.05.1995  
Nationality: Kenyan  
Marital Status: SINGLE  
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**PROFILE SUMMARY**

I am a dedicated Civil and Structural Engineer; competent in all core operational areas of Engineering principles, theories and specifications. I have a proven track record of finishing complex projects under the budget and within the specified time constraints. I have so far gained substantial knowledge and experience with environmentally sustainable construction projects.

**KEY SKILLS AND COMPETENCIES**

* **Engineering Softwares**: Expertise in AutoCAD and Archi-CAD.
* **Engineering**: In-depth understanding of the theories behind construction, project planning and related topics, sound knowledge of the common techniques and practices in civil engineering
* **Project Management**: Thorough knowledge of the financial terms and procedures used in the project analysis phase.
* **Analytical and Problem solving**: I have the ability to visualize, solve complicated problems in the best way and make accurate and informed decisions. I am able to combine patience, determination, and persistence to troubleshoot client issues.
* **Customer Service Skills:** I have brilliant customer service skills and am able to relate in a courteous and efficient manner with clients by providing quality service to clients, listening to feedback and striving to give the best to achieve customer satisfaction.
* **Administration/ Planning and Organizing:** Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner
* **ICT Competence:** Good command of Microsoft Office tools; Spread sheets, Database management, operating systems and internet.

**EDUCATIONAL BACKGROUND**

* **Bachelor of Engineering, Civil and Structural Engineering:** Moi University, Second Class Honors Upper Division, 2014 To 2019.
* **Kenya Certificate of Secondary Education (KCSE),** Mean grade: A plain, St. Marks Secondary School-Obambo, 2010 to 2013.
* **Kenya certificate of Primary Education: 372 marks,** Kariobangi North Primary School

**WORK EXPERIENCE**

**1. POSITION: SITE ENGINEER  
Jan 2020 to Present: OAKLIM CONTRACTORS LIMITED  
Duties:**• Providing on-site evaluations when required to assess integrity and conformance  
with approved plans and calculations especially the works being covered.  
• Maintaining direct, on-going communication with the clients, resolving  
problems to the clients’ satisfaction.  
• Planning and controlling time associated with a project: schedule and schedule  
impacts.  
• Daily site supervision to ensure that tasks are completed meeting set quality,   
quantity, timeline, safety and budget.  
• Conduct daily morning maintenance briefing.  
• Coordinating tasks in the assigned areas, supervising the tasks and confirming  
completion of the tasks.  
• Ensuring that all workers in the assigned areas have authorization to work and are  
following the Building Operation Guide and General Terms and Conditions.

• Ensure the safety of the general public and third parties while providing engineering solutions.  
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**2. POSITION – FILED ENGINEER (CONTRACT)   
SEPTEMBETR 2019 to DECEMBER 2019: AMREF HEALTH AFRICA**Engineer on site in-charge of supervision and approval of construction work for the  
Lukume water project

**Duties**• Supervise and coordinate borehole equipping, pipeline construction and  
water Kiosk construction and elevated tank installation to ensure quality  
water supply structured  
• Provide timely daily plans and updates  
• Prepare sketches, work breakdown structure and Gantt chart for the project so  
that the project is completed on time  
• Provide weekly progress reports in a concisely and clearly manner  
• Control and monitor stock movements ensuring effective and efficient use of  
resources

• Any other duty as directed.

**3. POSITION**: **INTERN  
2019 May to September 2019: KENYA URBAN ROADS AUTHORITY**• Ensuring that contractor’s meets his obligations on met on site.  
• Site work measurements and preparation of Bill of Quantities  
• Participation in pre tender site visits for various road and bridge works  
• Preparation of program of works  
• compiling of monthly progress reports  
• Project appraisal updates.

**HOBBIES AND SOCIAL INTERESTS**• Research on engineering trends  
• listening to music  
• Watching documentaries.

**REFEREES**

1. Eng. James Ayacko,  
Project Engineer, AMREF HEALTH AFRICA  
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3. Eng. Andrew Kainga,  
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