

## CURRICULUM VITAE

OKOTH DAVIS

Contact information	P.O Box 804-40300 Homa-Bay, Kenya Tel: 0702982582 Email: <a href="mailto:davisokoth15@gmail.com">davisokoth15@gmail.com</a>
Objective	I am a hardworking and highly motivated young man who uses his time productively to realize set goals. I am a construction manager who's driven by the passion for a better construction environment equipped with the relevant skills for the attainment of such to improve societal lives and a more sustainable built environment.
Strengths	<ul style="list-style-type: none"><li>• Excellent interpersonal, conceptual and organizational skills.</li><li>• Excellent in both written and oral communication skills.</li><li>• Team player with excellent, elaborate research and drafting skills.</li></ul>
Membership	<ul style="list-style-type: none"><li>• Association of construction managers of Kenya-ACMK</li><li>• Construction and real estate student's association -CRESA</li><li>• The Rotaract club of the University of Nairobi</li></ul>

### PROFESSIONAL EXPERIENCE

#### June 2023 -September 2023: Industrial attachment- Ten square metre builders

##### Responsibilities:

- Project planning- Assisting in the development of project plans, budgets and schedules under the supervision of the project manager.
- Documentation – help in the preparation and organization of project documentation such as contacts, drawings and progress reports.
- Safety compliance- promoting adherence to safety regulations and practices on construction site such as regular safety inspections and reporting of hazards.
- Risk management- participating in risk identification, assessment and mitigation activities to evade potential disruptions to the project success.
- Cost estimation- learning to estimate costs for materials, labor and equipment. Assisting in budget tracking and cost control measures.
- Problem solving- assisting in identifying and resolving construction related issues and challenges through alternative dispute resolution mechanisms.

##### Achievements

- Successfully coordinated activities among the various stakeholders resulting in improved project efficiency and timely completion of milestones within budget.
- Implemented proactive safety measures by educating stakeholders on the importance of safety, safety inspections and adherence to by laws leading to reduction in accidents and injuries on the construction site.
- Developed strong communication skills through regular interaction with team members and stakeholders resulting in improved project outcomes.
- Cost savings through efficient management of resources and procurement of materials, labour and equipment by accurately estimating activity costs, optimum resource allocation.

## **June 2022-September 2022: Attachment-Decotec enterprises limited**

### **Responsibilities**

- Safety compliance- identifying potential risks and hazards on the project cycle and educating stakeholders on the importance of safety and use of signage and warning signs.
- Public relations- engaging with local communities and stakeholders affected by the road construction project to address concerns, provide updates and also get feedback.
- Materials management-contributing to management efforts by assisting in the development and maintenance of materials inventory
- Surveying- assisting quantity and land surveyors in setting out road bench marks, drainages and estimation of quantities in relation to the project such as gravel, asphalt.

### **Achievements**

- Established positive relations with the community enhancing delivery of the project through effective communication resulting in great community support and satisfaction with the construction project.
- Implementation of safety measures and protocols lead to a safer working environment with reduced accidents resulting to continuous workflow ensuring the project is on schedule.

## **June 2021-September 2021: Attachment-Mahavir transporter and contractor limited**

### **Responsibilities**

- Help in the interpretation of working drawings with other professionals on site to realize intended objectives.
- Taking down minutes during site meetings and communication among the various project stakeholders.
- Inventory control by taking down number of materials into site and store ensuring good inventory practices such as lead time when procuring materials.
- Estimation of materials required for construction works together with other professionals on site.

<b>Education</b>	<b>ACADEMIC AND PROFESSIONAL QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>• March 2024-Design for greater efficiency training on sustainable green buildings by IFC Edge app.</li> <li>• March 2024- Oracle primavera P6 professional project management fundamentals</li> <li>• November 2023- Big 5 construct Kenya-sustainable construction practices in Kenya.</li> <li>• March 2023-Oracle Primavera P6 skills training workshop</li> <li>• 2020-September 2024 -Bachelor of construction management - University of Nairobi.</li> <li>• 2016-2019 KCSE certificate -Utumishi Boys Academy (B+)</li> <li>• January 2019- raise your game leadership training programme.</li> <li>• March 2018-Global money week: financial literacy</li> </ul>
<b>Computer Skills</b>	<ul style="list-style-type: none"> <li>• MS office suite.</li> <li>• Oracle primavera P6(project management).</li> <li>• Bluebeam Revu- beginner</li> <li>• ArchiCAD-excellent</li> <li>• Edge app (IFC green building certification)</li> </ul>
<b>Languages</b>	<ul style="list-style-type: none"> <li>• Perfectly bi-lingual in English and Kiswahili.</li> </ul>
<b>REFEREES</b>	<ol style="list-style-type: none"> <li>1. Arch. Jarett odwallo Senior lecturer Department of Real Estate, Construction Management and Quantity Survey: The university of Nairobi P.O Box 30197-00100, NAIROBI Mobile no:0721392819. Email <a href="mailto:jodwallo@uonbi.ac.ke">jodwallo@uonbi.ac.ke</a></li> <li>2. Samwel Maina Construction manager -Ten square metre builders limited Mobile no: 0748011399 Email <a href="mailto:mmaina510@gmail.com">mmaina510@gmail.com</a></li> </ol>