**Kevin Wanjohi Kang’ara**

**Projects Intern, Liquid Telecom**

**Supervisor: Kelvin Moturi – Projects Manager**.

Liquid Telecom Kenya has a very busy and vibrant projects department which offers a good learning experience for interns who wish to pursue the field of project management like myself.

I have interacted with the wingu system as well as the incoming Service now system which seeks to consolidate all Liquid global activities in to one uniform platform. This has been a unique experience and a highlight of my internship

I would like to thank my senior colleagues in the department Cyrus Ogaro and Benson Waititu for their useful insights and guidance, and Mr. Kelvin Moturi our Project Manager for his invaluable support and facilitation throughout my internship period.

**JOB DESCRIPTION**

1. Preparing Internal service requests and seeking their approvals.
2. Preparing internal purchase requests and seeking their approvals
3. Prepare and update building entry forms for fiber connections
4. Preparing time and cost estimates using BOQs and rate cards
5. Monitoring and reporting the progress of fiber connections from the contractors
6. Liaising with contactors to ensure quality of work and adherence of time and budget estimates during the course of the project
7. General fiber connections activity planning and sequencing
8. Accompany project manager and quality assurance engineers for field visits to enhance FOC standards.
9. Documentation of completed fiber installations