

HENRY MUHUCHANI
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CAREER OBJECTIVES

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development that will help in achieving personal and organizational goals. Hard work and team spirit thereby anticipating and meeting the challenges arising in the contemporary competitive business environment with integrity while discharging my duties.

EDUCATIONAL BACKGROUND

2011-2015: Kenyatta University Bachelors of Commerce (Actuarial Science) Second Class Honors - Upper Division
2007 – 2010: Bungoma High School Kenya Certificate of Secondary Education (K.C.S.E) Mean grade A- (Minus)
1999-2006: Lugulu Boys Primary Kenya Certificate of Primary Education (K.C.P.E 344 Marks)

SKILLS AND QUALIFICATIONS

- Excellent written and verbal communication
- Proficient in Microsoft office (Word, PowerPoint and Excel)
- Skilled in data collection using CAPI
- Excellent in computation of Mathematical and Accounting
- Strong leadership skills; able to prioritize, delegate tasks, and make sound decisions
- Experienced in marketing and business research

PERSONAL ATTRIBUTES

- Can quickly learn and adapt to any new or varying working environment.
- Possess creative mind with excellent problem solving skills
- Flexible with working long hours in different environment
- Motivated, persuasive and goal oriented.
- Attention to details
- Team-player and requires minimal supervision

ACHIEVEMENTS

- Completed survey project in time with KNBS while conducting a census for Business Establishments in Bungoma County.
- Helped students improve academic performance in Mathematics and Business Studies by 30% while working as a volunteer teacher at Stanmore High School.
- Best student leader in Bungoma High School in academics.
- Production improved steadily by a margin of 3% over three months with zero complains on packaging and quality of the flour

WORKING EXPERIENCE

1. Production Supervisor- Faulu Flour Mills, Jan- June 2018

Maintained work flow in the factory by monitoring the production process, observing control points and equipment, monitoring personnel and resources, implementing cost reduction, developed reporting procedures and appraising job results.

Duties and Responsibilities

- Ensure the good quality of the processed maize flour.
- Take charge of operations when the manager is not around
- Assist any new or inexperienced workers get necessary training
- Efficiently supported employer's core values of safety, quality and people
- Provide guidance and leadership to employees
- Manage shift inventory and maintain work instructions
- Maintained cleaning of area and equipment

2. Research Assistant Kenya National Bureau of Statistics- Jan- May 2017

The Census aimed at investigating the economic activity and structure of establishments at the National and County levels. The information obtained from the Census was mainly used for updating the business register to provide a sampling framework for conducting various establishment based surveys.

Key Responsibilities

- Identify suitable techniques for the collection and analysis of data.
- Assisting in the development & preparation of research schedules and budgeting
- Travelling to pre-sampled business entities and research visits in other institutions.
- Contributing to team decisions about research directions.
- Ensuring the validity and reliability of data at all times.
- Data coding, data entry, transcribing, data analysis & assistance with writing up.
- Producing regular reports for analysis and publication

3. Business Researcher Metropol Limited Corporation (October 2015)

The market survey for credit rating in the Small and Medium Enterprise Businesses in Bungoma County sought to assess the credit worthiness of the businesses and how accessibility of credit from suppliers and financial service providers and its impact on businesses

Duties & Responsibilities

- Traveling to the field sites to collect and record data as appropriate to the specific objectives of the study.
- Filling and verifying reports in the provided templates and enter data into computer database for subsequent analysis.
- Assist in the development of interview schedules; contacting subjects to introduce and explain study objectives and protocol, and to arrange interviews, either in person or by telephone.
- Reviewing and editing data to ensure completeness and accuracy of information; following up with the subjects to resolve problems or clarify data collected.

4. Intern at the Revenue Department. County Government of Bungoma (September 2014- January 2015)

DUTIES & RESPONSIBILITIES

- Revenue analysis for the County
- Kept the primary books of Accounts.
- Maintained Revenue Records including S.B.P and Asset Registers.
- Updated General Ledgers and journals.
- Bank Reconciliation statements.
- Maintained Receipts and Payments Cash Books

REFEREES

Please feel free to contact the under mentioned in regard to my competence, work ethic and performance

1. Mr. Justus Wawire
County Statistical Officer- Bungoma County
Kenya national bureau of statistics
Tel: 072688949
Email: jwawire@knbs.or.ke
2. Franklyn Terewa Wanjala
Team Leader Field Researcher
Metropol Limited Corporation, Nairobi
Tel: 0714443729
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3. Benson Syuu Wanjala
Claims analyst
Old- Mutual Insurance Company
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