

CURRICULUM VITAE

Suleiman Maina

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Nationality: Kenyan

Official Languages: English/Kiswahili

CAREER OBJECTIVE

Dedicated individual with vast knowledge and experience in the field of engineering. Currently looking for a mechanical engineering job position in an organization fully utilize this knowledge as well as utilize the ability of prioritizing work options in an effective manner for the greater benefit of the company.

PERSONAL STATEMENT

I'm an Energetic, competent Mechanical and Production Engineer with over 7 years' experience in Tea Manufacturing, Shoe Making, Beverage Industry and safety and comfort industry i.e. Fire Fighting, Generators, Trainings and Air-Conditioners. I'm looking to bring my reputation for taking technical, complex projects from inception to completion in a company with a great reputation and high profile. Currently, am working with Morison Engineering Limited as a Technical Manager.

EDUCATION

INSTITUTION	PERIOD	DISCIPLINE	GRADE
University of Nairobi	Ongoing	Masters of Arts in Project Planning and Management	Ongoing
Moi University-	2006-2011	Bachelor of Science in Mechanical and Production Engineering	Second class Honours-Upper division Class
East African Vision Institute	2009-2010	Certificate in (NGOs) and Community-Based Organizations(CBOs)	Credit
East African Vision Institute	2009-2009	Certificate in Strategic Planning and Management of Project	Credit
The Samkai Institute of Technology	2005-2006	Computer Software Packages	Credit/ Distinction
Othaya Boy's High School	2001-2004	Kenya Certificate of Secondary Examination(KCSE	A-Minus
Gitugi Primary School	1992-2000	Kenya Certificate of Primary Examination(KCPE)	B-Plain

PROFESSIONAL MEMBERSHIP

1. Registered Graduate Engineer with Engineers Board of Kenya No: B7669)
2. Registered Graduate Engineer with Institution of Engineers of Kenya

TRAININGS AND SEMINARS

COMPANY/INSTITUTION	PERIOD	TITLE OF TRAINING
National Construction Authority(ICORCE)	2018	Leveraging on Project Management for delivery of large scale projects
National Construction Authority(ICORCE)	2018	Do you need a project Manager to manage time and cost for you
National Construction Authority(ICORCE)	2018	Sustainable, Durable and cost optimized construction using fly as
National Construction Authority(ICORCE)	2018	Application of sustainable construction in provision of affordable housing
National Construction Authority(ICORCE)	2018	Affordable Housing in Kenya-The Journey to actualization
The Institution of Engineers of Kenya	2017	Professional Interview Preparation
Federation of Kenya Employers	2017	Leadership & Management Skills Development
Enhanced Performance and Innovation Centre (EPIC)	2017	Innovative Selling Skills
Kenya National Fire Brigade and Association	2015	Professional Trainer of Trainers of Fire Fighters
Robert Foulser & Associates Ltd(Executive Training Consultants)	2015	Communication & Leadership Skills
Bata Shoe Company (K) Ltd	2015	Lean Six Sigma Green Belt
Bata Shoe Company (K) Ltd	2015	Know Your Company
Partner Africa	2014	Equal Treatment of workers by Ethical Trade Initiative
Partner Africa	2014	Ethical Trade Awareness
Kenya Red Cross	2013	Occupational, Health and Safety
Lubesol(K) and Matrix(Netherland)	2013	Lubrication
Automobile Association of Kenya Driving School-Kericho	2013	Elementary Driving Course
Rainforest Alliance (RA) and Sustainable Agriculture Network(SAN)	2012	Rainforest Alliance (RA) and Sustainable Agriculture Practices
SGS (Society For General Surveillance)	2012	Awareness and Internal Audit Trainings
Kenya Tea Development Agency(KTDA)	2012	Understanding the Product
Kenya Red Cross	2012	Fire Safety Training
Kenya Red Cross	2012	Basic First Aid Course
Kenya Tea Development Agency(KTDA)	2012	KTDA Operations
Ripe 4 Harvest (VITAL VOICES GLOBAL PARTNERSHIP)	2008	Growing Young Leaders Through Mentorship Training

EXHIBITIONS AND SEMINARS ATTENDED

- Securexpo East Africa at Visa Oshwal Centre, Nairobi Kenya as an Exhibitor
- Annual Construction Research Conference and Exhibition (ACoRCE) by NCA at KICC on 2-4 November, 2016
- Essential Skills of Project Management Seminar at KICC on 2-4 November, 2016 presented by John Rogers, Projects Director, Mentor Management Limited East Africa (MMLEA)

EMPLOYMENT AND WORKING EXPERIENCE

PERIOD	EMPLOYER	POSITION
April 2016 TODATE	Morison Engineering Limited	Technical Manager
Jan 2016-April 2016	Bata Shoe Company Kenya	Maintenance Engineer
Oct 2014-March 2015	Bata Shoe Company Kenya	Acted Factory Manager for Direct Injection Factory
Mar 2015-Jan 2016	Bata Shoe Company Kenya	Production Engineer
2012-2014	Kenya Tea Development Agency	Assistant Production manager
2011 and 2009	Gitugi Tea Factory Co.Ltd	Industrial Trainee
2010	Mt.Kenya Bottlers Co.Ltd	Industrial Trainee

TECHNICAL MANAGER-MORISON ENGINEERING LIMITED (www.morison.co.ke)

Responsibilities

I directly report to the company General Manager regarding the following:-

- Leadership to the technical sales teams, project teams and service teams
- Working on after-sales support services and providing technical back up as required
- Supporting marketing activities by attending trade shows, conferences and other marketing events
- Developing long-term relationships with clients, through managing and interpreting their requirements
- Persuading clients that a product or service best satisfies their needs in terms of quality or service best satisfies their needs in terms of quality, price and delivery
- Searching for new clients who might benefit from the company products or services and maximizing client potential in designated industries
- Act as a key point of contact for clients and provide both pre and after-sales advice
- Providing training and producing support material for other members of the sales team and Liase regularly with colleagues from a range of departments
- Negotiating tender and contract terms and conditions to meet both client and company needs among other responsibilities.

MAINTENANCE ENGINEER-BATA SHOE COMPANY (K) LTD (www.batakenya.com)

Responsibilities

I directly report to the Factory Plant Engineer regarding the following:

- Plan and coordinate production engineering processes on daily basis to produce high quality products.
- Develop operational strategies to achieve production and financial objectives.
- Identify unsafe operations and practices and report the same to Engineer and establish safety procedures and environmental regulations for employees

- Provide engineering support for production and maintenance activities to ensure maximum production.
- Evaluate current production activities and make recommendations for improvements.
- Provides training and guidance to team members to accomplish production goals.
- Stay current with product specifications, engineering technology and production processes.
- Develop best practices to improve production capacity, quality and reliability.
- Participate in budget preparation and monitor expenses and profitability.

ASSISTANT PRODUCTION MANAGER-KENYA TEA DEVELOPMENT AGENCY (Holdings) LTD
www.ktdateas.com

Responsibilities

I deputized the Production Manager in managing the entire tea manufacturing process in the following:-

- Ensuring efficient utilization of resources e.g. fuel, Labour, raw materials, maximizes productivity, minimize wastage and reduce production cost,
- Ensuring planning and implementation of machinery maintenance schedules, Ensuring quality control/assurance of the final product (made black tea),
- Implementation and continuity of management systems such as ISO 9001:2008(Quality Management System) and ISO 22000:2005(Food Safety Management System) as the Management Representative (MR),
- Ensuring continuity and sustainability of Environmental Standards such like Rainforest Alliance and Fair-trade Standards,
- Ensuring compliance to environment, hygiene, health and safety regulations in the factory through statutory inspections and requirements

PROJECTS ACCOMPLISHED

PROJECT TITLE	CLIENT NAME	LOCATION	PROJECT VALUE(KSH)
Supply, installation and commissioning of a fire hydrant system	East African Malting	Molo	6.5M
Mechanical and Electrical Engineering works	Madison General Insurance	Nairobi	17.7m
Supply, installation and commissioning of a fire hydrant system	Tenwek Hospital	Bomet	13M
Supply, installation and commissioning of fire alarm and detection system	NIC Bank Kenya Plc	Nairobi	1.9M
Supply, installation and commissioning of fire alarm and detection system	Embassy of Japan	Nairobi	1.2M
Supply, installation and commissioning of fire detection, alarm and suppression system	James Finlay-Kymulot Tea Factory	Kericho	1.9M
Supply, installation and commissioning of a fire hydrant system	James Finlay-Kymulot Tea Factory	Kericho	10M
Supply, installation and commissioning of a fire hydrant system	James Finlay Engineering-Changana Factory	Kericho	11M
Supply, installation and commissioning of fire detection, alarm and suppression system	Mt.Kenya Bottlers Limited	Nyeri	3.1M
Supply, installation and commissioning of fire alarm and detection system	Bollore Logistics	Nairobi	1.9M
Rehabilitation of Fire Alarm and Detection System	Nzoia Sugar Company	Bungoma	1.7M
Supply, installation and commissioning of a fire hydrant system	Kakuzi Macadamia Factory	Thika	2.4M
Supply, installation and commissioning of a fire hydrant system	James Finlay Engineering Section	Kericho	7.8M
Rehabilitation of fire alarm and detection system	East African Malting	Molo	1.8M
Supply, installation and commissioning of fire detection, alarm and suppression system	Vienna Court	Nairobi	4.5M
Supply, installation and commissioning of a fire hydrant system	James Finlay Chomogoday Project	Kericho	8.9M
Supply, installation and commissioning of a fire hydrant system	Williamson Tea Kenya PLC - Changoi	Kericho	6M

KEY CAREER ACHIEVEMENTS

- Led the Kaptumo Tea Factory pass the surveillance audit of the Quality Management System (ISO 9001:2008) and Food Safety Management System(ISO 22000:2005) with three minor non-conformities during their fourth and fifth surveillance audit respectively,
- Have acted in a higher position as the Production Manager in Litein Tea Factory Co.Ltd in 2013 successfully.
- Was successfully involved in installation and commissioning of a Wood Pac Boiler and a Presorter Machine in Litein Tea Factory Co.Ltd.
- Participated in improving machine maintenance programmes and initiated Energy Management Committee in Litein Tea Factory Co.Ltd.
- Successfully involved in designing, developing, and implementing a locally made air Pre-heater in Gitugi Tea Factory Co.Ltd (2011-2012) which efficiently utilized firewood energy in wood Pac Boiler leading to Energy Management Award
- Excellence and ability to strive and achieve as demonstrated in forefront maintenance activities and successfully constructed an inventory store (Steel works) in Mount Kenya Bottlers Limited.

LEADERSHIP

INSTITUTION	ROLE	YEAR
Kaptumo Tea Factory	ISO Management Systems	2014
Kaptumo Tea Factory	Product withdrawal and mock recall and traceability team leader	2014
Kaptumo Tea Factory	Occupational Health and Safety Committee Member	2014
Litein Tea Factory	ISO Management Systems committee	2012
Litein Tea Factory	Product withdrawal and mock recall and traceability team leader	2012
Litein Tea Factory	Occupational Health and Safety Committee Member	2012
Moi University	Committee member-Technology Students Association	2010
Kenya National Bureau of Statistics	Census Enumerator	2010
Election Commission of Kenya	Enumerator	2005
Othaya Boys High school	Peer educator	2004

SKILLS AND COMPETENCIES

I am a team player, responsible , committed to career, with commercial awareness, decisive, good communication skills, good leadership skills, trustworthy , results oriented , ability to solve problems , with good organisation and top technical Skills

REFEREES

1. Eng. Chris Birgen,
Engineering Manager,
James Finlay (K) Limited,
Cell No: +254861610
2. Ms.Peninah Wanjiku,
Assistant Human Resource Manager,
Bata Shoe Company (Kenya) Limited,
P.O Box 23-00217,
Limuru.
Cell No: 0711141562.
3. Mr. Geoffrey Chepkwony,
Factory Unit Manager,
Kenya Tea Development Authority, Cell No: 0726277132
4. Eng. Gicheru Kimani
Gamma Delta East Africa
P.O Box 25712-00603,
Nairobi.
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Cell No:0722521766