

CHARLES MAINA MUTIGA

softmaish@gmail.com • P.O Box 40734-80100 Mombasa • +254 725 676097

Education

University of Nairobi 2005-2009

Bachelor of Science – Chemistry & Mathematics
Degree

Kerugoya Boys' High School 2000-2003

KNEC- Kenya Certificate of Secondary Education
Certificate

Kandongu Primary School 1992-1999

KNEC- Kenya Certificate of Secondary Education
Certificate

Experience

Polucon Services (K) Ltd | P.O Box 34077-80118 Mombasa

Laboratory Manager & Marketing Executive 2014 – Present

- Oversee the laboratory safety and ensure that the laboratory remains in compliance with all local, state and federal regulations. In case where non-compliance is found, document the instance as well as how they were abated
- Ensure all reagents are available when needed
- Manage and keep a record of chemical inventories and/ or risk group agent inventories
- Communicate and enforce laboratory rules to internal staffs and external visitors who visit the laboratory
- Review, validate and verify test methods to ensure that they are fit for purpose
- Review and authorize release of test reports and interpret to the clients
- Establish, update and maintain laboratory documents, records and procedure in line with ISO/IEC 17025:2005 requirements
- Ensure lab user have been trained, evaluated and assessed on the correct use of equipment, in addition to mentoring and disciplining lab users for not following safety policies/procedures that has been established for the lab
- Schedules training for new lab staffs and re-training for lab users who are in need of refresher training to include but not be limited to: equipment training, safety training and/ or lab safety plan reviews and ensure the training has been documented.
- Plan for and coordinate equipment calibration and maintenance

- Co-ordinate for marketing of laboratory services

Quality Assurance Representative

2012 – 2014

- Plan, schedule and co-ordinate internal and external audits for ISO/IEC 17025:2005 and ISO 9001:2008. Address non-conformances, enforce implementation of corrective actions and follow-up to ensure the effectiveness of the proposed actions
- Plan, schedule and convene management review meetings as per ISO/IEC 17025:2005 and document the outcomes of the discussions
- Co-ordinate participation in proficiency testing schemes for the laboratory to benchmark its performance
- Establish documents, records and procedures in line with ISO/IEC 17025:2005
- Formulate SMART objectives for the laboratory department, collect and analyze data to support achievement of the same
- Co-ordinate with the marketing department to carryout customer satisfaction survey and help analyze the feedback as an input for improvement in line with ISO 9001:2008 and ISO/IEC 17025:2005

Laboratory analyst

2010 – 2012

- Perform field sampling for food and non-food items as per documented sampling methods
- Receive and register samples in the laboratory and ensure proper storage both before and after analysis.
- Perform chemical analysis for food and non-food samples, calculate the results and compile test reports for sending to the clients
- Conduct HACCP audits to food manufacturing company, compile reports of findings and give recommendations for improvement where needed
- Review of test methods to ensure that they are up-to-date and verify that they are fit for purpose.
- Interpret test reports to the clients and give technical recommendations where necessary
- Ensure that the laboratory is clean and kept in an orderly manner
- Perform requisition of laboratory chemicals and maintain records of date of opening and master list
- Perform daily checks of environmental conditions and maintain records of the same
- Operate laboratory equipment (i.e. GC-MS, AAS, HPLC, X-RF, Soxhlet, ELISA Readers and Ovens) to perform various tests in the laboratory.
- Update and maintain the master list of equipment.
- Maintain the laboratory equipment and verifying that they are in good working condition. Organize for service and maintenance.
- Report and document incidences of accident in the laboratory

Skills

Millennium Management Consultants

2017

- ISO 9001:2015 Awareness skills
- ISO 9001:2015 Internal audit skills

Kenya Institute of Management

- Training in Organization Performance Index (OPI) 2016

Basang (K) Ltd 2015

- Method validation and estimation of Uncertainty of Measurements

Chemetrix (Pty) Ltd 2013

- GC-MS Chemstation software operation

Nesvax Innovations Ltd 2013

- End user training on HPLC 1100 Series

Millennium Management Consultants 2011-2012

- Integrated Management Systems training (ISO 17020 & ISO/IEC 17025:2005) on internal auditing.
- Awareness training on General requirements for the competence of testing and calibration laboratories based on ISO/IEC 17025:2005
- ISO 9001:2008 Lead auditor course training

Budget Driving School

- Class E Car Driving training

Computer Compliance College

- Certificate in basic Computer packages
-
-