

Stephen K. Muchai - Resume

1. Personal Details:

Nationality:	Kenyan
Marital Status:	Married
Age:	47 Years
Date of Birth:	19-Jan-1972

2. Work Experience – Organizations worked for and respective duties and Responsibilities

2.1. Green Pot Enterprises Limited

Project Manager - Nov 2015 – Sept 2018

- Developed plans for the establishment of the first **bamboo processing factories** in Kenya involving entire project proposals (including products development), plans and approvals.
- Actively participated in the sourcing of funds for the establishment of the factories right from developing proposals and making presentations to potential investors.
- Initiated the implementation of **Quality Management System** and **ERP system** for the operational processes across the company.
- Participated in the establishment of several **National Bamboo Standards** for Kenya through the Kenya Bureau of standards Technical Committee.
- Provided supervisory and advisory role to the company bamboo nurseries and plantation operations.

2.2. Oilfield Movers Limited

Logistics Manager - Dec 2013 – Nov 2015

- I provided leadership in the planning and execution of all the movement of drilling rigs and respective equipment in/out of the country from/to the respective port of entry/exit to the oil fields in Turkana as well as movement between drilling sites.
- Recruited field staff and ensured inspection, certification and compliance of staff and field equipment to the respective International Oil and Gas standards.
- Implemented **In-Vehicle Management System (IVMS)** on the company fleet for tracking, maintenance, fuel management, driver behavior tracking and training to international Oil & Gas Standards.
- I was responsible for the fleet and journey management planning which included route surveying, journey mapping, security and risk management for delivery of safe logistics services. I also participated in the planning and procurement of the oilfield compliant fleet, lifting equipment and other associated oilfield facilities.
- I recommended and implemented a **Quality Management System** in the organization leading to **ISO 9001:2008 certification**.
- Developed safety method statement for the organization and participated in incident/accident investigations and reporting.

2.3. Linksoft Communications systems Ltd

Country Manager – Uganda - Dec 2011 – Jan 2013

- Provided leadership as Country head in execution of all business activities of the organization involving managed services on **telecommunication networks** for three

telecommunication companies in Uganda i.e. MTN, Airtel Uganda and Uganda Telecom Ltd across the country.

- Recruitment and mentorship of the country operations team especially the departmental managers.
- Monitoring and reporting to the Directors the performance of Uganda Country operations including quarterly presentation of the country's **Balanced Scorecard**.
- In close liaison with the key shareholders promoted Uganda Country Office operations and affairs with government, affiliated organizations, private entities, community organizations and the general public

Country Manager/Resident Director – Rwanda - Jan 2010 – Dec 2011

- Established the Rwanda country office including recruitment, mentorship of the team and provision of managed services on Tigo Rwanda **telecommunication network** across three provinces.
- Provided leadership in execution of all business activities of the organization and promoted Rwanda Country Office operations and affairs with government, affiliated organizations, private entities, community organizations and the general public
- Prepared and presented quarterly management reports and country's **Balanced Scorecard** to the Directors at the Group Head Office.
- Implemented **Quality Management System** in the entire organization leading to **ISO 9001:2008 certification**.
- Mentorship of the Quality Management Representative and conducting internal system and operational audits.

2.4. National Oil Corporation of Kenya

Branch Manager – Mombasa - Jun 2007 – Jan 2010

- Established petroleum operations branch at the Kenyan coastal province.
- Implemented **Oracle ERP system** for the fuel supply chain management.
- Implemented **Quality Management System** leading to ISO 9001:2000 certification at the branch level.
- Managing operational logistics, sales and fuel supply chain.
- Developed profitable customer base and support facilities including eight fuel retail stations.

Operations Coordinator - Dec 2006 – May 2007

- Supervised operations of three Western Kenya fuel depots.
- Prepared budget proposal for the depots operations.
- Prepared weekly and monthly management reports.
- Liaised between the depots and other functional departments.

Terminal Manager - Nov 2003 – Nov 2006

- Instrumental in commissioning of an **automated** bulk petroleum storage and truck loading Terminal.
- Provided leadership and direction in the implementation of **Fuel Accounting and Control System (FUEL-FACS)**.
- Prepared and presented terminal operations reports to the Board of Governors.
- Ensured adequate controls were maintained to account for the assets and minimize risks and exposure.

- Maintained high standards of customer relations and interaction with ten petroleum companies that were using the terminal storage and loading facilities.

Achievements:

- *Lead the successful commissioning of the semi-automated petroleum Terminal and managed its operations for four years as the Terminal Manager.*
- *Successfully established petroleum operations branch in the Kenyan coast and managed the business for two and a half years as the Branch Manager.*

2.5. Unilever Kenya Limited

Electrical/Instrumentation - Dec 1994 – Mar 2002

- Developed operational and maintenance procedures for different processes during the implementation of a **Quality Management System**.
- Worked on both heavy and light voltage systems in the entire factory.
- Programming and configuration of different types of **PLCs (Programmable Logic Controllers)**
- Programming of **SCADA (Supervisory Control and Data Acquisition)** systems for an edible oils refinery and other factory operations.
- Installation, configuration and servicing on a wide variety of automated process control systems including **PLC controlled steam boilers**.
- Servicing, maintenance and synchronizing or 1,000 KVA standby generators.

Achievements:

- *Participated in implementation of a complex decentralized materials inventory and tracking system consisting of a Process Field Bus (**PROFIBUS**) network and the **Human Machine Interface (HMI)** network both running on **fiber optic** cables.*
- *Trained staff on system operation and provided technical support after commissioning.*

2.6. British American Tobacco (K) Limited

Technical Machine Operation - Jun 1994 – Nov 1994

- Operation and maintenance of automated tobacco processing plant.
- Carrying out scheduled (preventive) and breakdown maintenance of tobacco processing machinery.

2.7. Kenya Tea Development Authority

Assistant Senior Electrician - Aug 1993 – May 1994

- Installation and wiring single & three phase Motors control systems
- Preventive maintenance on the factory electrical systems
- Participated in installation, commissioning and servicing of **steam boilers**
- Installation, servicing and maintenance of power factor correction banks

3. Membership

Member of the National Quality Institute of Kenya Bureau of standards

4. Education

[Sept 1996 - Nov 1998] [Kenya Polytechnic]
Higher National Diploma - Electrical & Electronics Engineering

[May 1995 - Nov 1995] [Kenya Polytechnic]
Technician Certificate - Electrical Installation Technician III

[May 1990 - Jul 1993] [Nyeri Technical Training Institute]
Craft Certificate - Electrical Installation Craft III

5. Professional trainings

1. Project Management – AstroWix Corporation
2. Accuload III & MicroLoad.net training - in Ellerbek School, Germany
3. Fuel Accounting & Control System - Control Systems International – UK
4. Siemens PLC programming in **Step 5** and **Step 7** programming languages – Siemens Egypt & South Africa.
5. WinCC programming (**Windows Control Centre**) which is Siemens **SCADA** system - Siemens South Africa

6. QMS & Environment Health & Safety (EHS) Trainings

1. Introduction to ISO 9001:2015 DIS CPD Course – by SGS
2. QMS Auditor / Lead Auditor Training ISO 9001:2008 – by SGS
3. Quality Management System Representative Course – by SGS
4. Occupational Health & Safety Management Systems Auditor / Lead Auditor Training OHSMS 18001 - by SGS
5. QMS Internal Auditor Course ISO 9001:2008 – by SGS
6. Statistical Quality Control - by Kenya Bureau of Standards
7. Environmental Audit and Impact Assessment - by NEMA
8. Defensive Driving - by AA (Automobile Association) of Kenya
9. Emergency Response/Basic Fire Fighting at - JKIA Training School
10. First Aid at work by - St. John Ambulance Kenya

7. Leadership & Governance Training

1. Corporate Governance – by Centre for Corporate Governance
2. Team Building Training - by Outward Bound Trust Kenya
3. Leadership Development Training - by Training Solutions consultants
4. Training the Trainer - by KHI (Know How International)
5. Supervisory Skills - by Eliud & Associates Management Consultants
6. Seven Habits Training – by Franklin Covey
7. Development of Standards – International Network of Bamboo & Rattan

Signed: _____

Date: _____