

CURRICULUM VITAE

JAMES MWANGI KIMOTHO

P.O Box 908 -10100, Nyeri.

E-mail:kimothojames@gmail.com

Cell phone: 0720-954826

Twitter: @kimothojames1

CAREER OBJECTIVE

To fully utilize any opportunity offered to learn new and challenging skills that will contribute to building my career and contribute positively to the organization attached.

SUMMARY OF QUALIFICATION

Experienced Head of Business Development with over 9 years demonstrated history of working in the building materials industry.

Skilled in Customer Acquisition, Field Sales, Business Leadership, Budgeting, Advertising, Digital Marketing Customer Relationship Management (CRM), Events Management, and Corporate Communications.

Strong business development professional with a Bachelor's Degree focused in Business Management from Egerton University.

I am able to handle multiple tasks, readily accept challenges, highly motivated, result-driven, resilient, a problem solver, enterprising and very aggressive.

QUALIFICATIONS AND EXPERTISE.

- Performance management
- Sales and marketing leadership
- Business development
- Decision making
- Key accounts management
- New product roll-out and development
- Customer service management
- Negotiation skills.

WORK EXPERIENCE.

Dec 2015-To-date -Head of Business Development Space and style Limited.

In charge of five departments that generate revenue to the business.

These departments are Customer care, Marketing, Field sales, Key accounts and Frametech.

My main mandates are;

- To work with all the departmental heads to ensure each department meets its set targets and sustains projected growth.
- Maximize on available business opportunities by introducing new products and custom made solutions. (Special projects)
- Ensure we maintain our footprint as market leaders in the Kenyan building sector.
- Advise management on changes in the market place and come up with appropriate strategies to deal with those changes.
- Coach and mentor Team leaders on how to derive the best output from their team members.
- In charge of product knowledge and training for employees.
- Performance management in the different departments.

Key achievements.

- Successful roll-out of new products and services.
- I have used my business acumen skills to offer leadership to BDM team to continue generating consistent revenue in very harsh economic times.
- Creating an open, professional and interactive work environment.

Apr 2013 – Nov 2015-Key Accounts Manager Space and Style Limited

Tasked with the mandate of;

- Opening regional offices
Managed to open four offices in Kisumu, Mombasa, Thika and Kitengela and managed them efficiently.
- Develop and grow regional markets for our products
- Organize and co-ordinate marketing events in the regions

Key Achievement

- Key Accounts department won the best performing department award having contributed more than 40% of overall sales turnover in 2015.

Oct 2012-Mar 2013 -Marketing and Corporate Communications

Space and Style Limited.

Tasked with the mandate of;

- Developing a marketing plan
- Ensuring our brand is visible in the market
- Overseeing development of a clear communication strategy in all our platforms
- It's during this period that we launched our Fundi Maalum program and training country wide.

Key achievement

- This has been one of the greatest success stories in the history of space and style Ltd
We won an award for the best Fundi Maalum program among Decra distributing countries in the world. The program has continued being one of the key pillars of generating sales revenue.

Oct 2011-Sept 2012- Operations and Administration Manager

Space and Style Limited.

- In charge of office operations, Human resource management and company operations.
- Coordinating office events and activities.
- Link between senior management and the employees.
- Handling customer complaints.
- In charge of office order and discipline.

Sept. 2010-Sept. 2011 -Warehouse Manager

Space and Style Limited.

- In charge of warehousing, dispatch, inventory management and delivery vehicles.
- Handling delivery complaints from customers and addressing gaps creating the same.
- Advising on re-order levels.

- Maintaining minimum stock matrix.
- Carrying out regular stock takes.

May 2010-Aug 2010-Cashier

Space and style Limited.

Duties carried out;

- Daily cash collection and receipting.
- Petty cash management.
- Bank Reconciliation.
- Attending to customer enquiries.

Sept 2009-Nov 2009 -Field Attachment

Accounts assistant –Tradeline Express Ltd

Duties undertaken;

- CDS account reconciliation
- Preparing rent account statements
- Preparing petty cash summaries and requisitions
- Reconciling and auditing bank accounts
- Preparing schedules for sales, receipts and deliveries.
- Reconciling truck fuel accounts.

Key achievements.

- Managed to collect rent arrears from some perennial defaulters.
- Reduce fuel misuse which was rampant
- Created shares accounts schedules for easy follow up and accounting dividends.
- I got a very positive recommendation from the Director and that came in handy when I was looking for a job after completing my studies.

May 2008 –July 2008: Internship

Customer Care Assistant-Discount Securities Limited. (Nakuru Town)

Activities involved;

- Involved in the Safaricom share offer process.

- Opening cds accounts.
- Placing and executing orders.
- Refunding cheques Skills gained;
- Handling customers of all kinds
- Buying and selling of shares.

May 2007-July 2007: Internship

Field Marketing Team leader -Discount Securities Limited.

Activities undertaken;

- Enlightening people on the benefits of investing in shares.
- Organizing investment talks and participating in the Nakuru Trade Fair.
- Managing a group of ten (10) sales-people.

Skills gained;

- Team spirit
- Management skills
- People's skills

Sept 2006 – Nov 2006; Internship

Marketing coordinator (Egerton University) -Discount Securities Limited

Activities carried out;

- Recruiting interested students
- Opening cds accounts.

Skills gained;

- Opening cds accounts
- Shares trading

EDUCATION BACKGROUND

- **Egerton University:** 2006-2010 Graduated with a BSc Agri -Business Management (Second Class Honors)
- **Murang'a High School** 2000-2004: Graduated with a B+

OTHER COURSES AND PROFESSIONAL TRAININGS

- **AHI Roofing Market Development Training** –Kampala 2010
- **ISO Internal Auditor Training**-Nairobi 2017
- **Performance Management Training**-Nairobi 2017
- **Everest Knowledge Retreat**-India 2017
- **Stanford SEED transformation programme**-2018-2019

AWARDS AND HONORS

- **Sales Person of the Year 2014, 2015, 2016,2017,2018**-Space and Style Limited
- **Manager of the Year 2015** –Space and Style Limited
- **Best Department Team Leader**- Key Accounts Department 2015

PROFESSIONAL MEMBERSHIP

- Kenya Golf Union (K.G.U)
- International Health and Safety Organization-Trainer

HOBBIES AND INTERESTS:

- Travelling.
- Involvement in community activities.
- Playing golf.
- Exploring business ideas

REFEREES:

1. Ms. Winfrida Ngumi.
Managing Director.
Space and Style Limited.
P.O. Box 27764-00506,
Nairobi.
Cell: 0723 177 222.
2. Prof E. Gathungu,
Head of Agri- Business Management Department,
Egerton University (Main Campus - Njoro),
P.O Box 536,
Njoro.
3. Mr. Humphrey Wahome Wachira.
Compliance Coordinator.
Barclays Bank of Kenya.
P.O. Box 66-20100,
Nakuru
Cell: 0721 303 834.