

CURRICULUM VITAE

Kennedy Chomba Maina MNQI
P.O. Box 48-10304, Kutus, **Tel:** 0711988430
Email: kckenchomba@gmail.com

Introduction

A Hardworking professional with 5 years' experience in ISO Management systems and Quality Control. I'm a result oriented with problem solving skills and a proven track record of working in complex environments and streamlining operations to achieve maximum efficiency. Analytical thinker with ability to identify issues hindering job performance and resolve them with innovative solutions. I have efficient communication skills

Core competencies

Implementer, Trainer and Auditor for:

- Integrated management systems (Quality, Health, Safety and Environment)
- Quality management systems (ISO 9001:2015)
- Environmental Management Systems (ISO 14001:2015)
- Occupational Health and Safety Management systems (ISO 45001:2018)

Trainer for:

- Laboratory Management System (ISO 17025:2017)
- Guidance on Auditing Management Systems (ISO 19011:2018)
- Information Security Management Systems (ISO 27001:2013) Awareness Courses
- Risk Management Systems (ISO 31000:2018) Awareness and Implementers Courses

EDUCATION BACKGROUND

Management University of Kenya | 2018 - 2020

- Master of Management and Leadership

Technical University of Kenya | 2012 - 2016

- Bachelor of Technology in Industrial and Applied Chemistry

WORK EXPERIENCE

INTEGRATED MANAGEMENT SYSTEMS ADMINISTRATOR

Kenya Builders and Concrete Company Ltd | Eurocon Tiles Products Ltd | Warren Concrete Ltd, Nairobi, Kenya | 2019-Present

- ISO team leader

Roles & Responsibilities

- Coordinating implementation of integrated management systems (ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018)
- Coordinating Documentation review and Validation exercises
- Training of process owners, ISO implementers, internal auditors and general staff awareness
- Coordinating internal audits based on ISO 19011 and Organization requirements
- Providing guidance in undertaking corrections and relevant corrective actions

- Coordinating 1st, 2nd and 3rd Party Audits in the organizations

MANAGEMENT CONSULTANT

Sleek Management Consultancy Ltd |2017 – 2019

Roles & Responsibilities

- Preparing tender documents, Request for Proposals, request for Quotation, expression of interests and prequalification document
- Preparing training materials
- Providing training and consultancy services on ISO 9001, ISO 14001, ISO 17025, ISO 22000 AND ISO 45001:2018
- General Client correspondence

INTERN

Kenya Industrial Research and Development Institute | 2016 -2016

Roles & Responsibilities

- Laboratory house keeping
- Preparation of reagents
- Preparation analysis of samples
- Instrumentation and maintenance
- Calibrating monitoring and measurement devices

ATTACHEE

Kenya Bureau of Standards | 2014 – 2014

Roles & Responsibilities

- Formulation of various cosmetic products
- Laboratory house keeping
- Preparation of reagents
- Preparation analysis of samples
- Instrumentation and maintenance
- Calibrating monitoring and measurement devices

ACHIEVEMENTS

1. Successfully coordinated implementation of Integrated Management systems (ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018) Standards to certification for Kenya Builders and Concrete Company Ltd, Eurocon Tiles Concrete Ltd and Warren Concrete Ltd.
2. Increased customer base at sleek management consultancy Ltd through development and submission of winning proposals.

PROFESSIONAL MEMBERSHIP

- National Quality Institute | Member no. KEBS/NQI/M/PER/038 | From 2016

PROFESSIONAL QUALIFICATIONS

- ISO 22000:2018 Implementers Course| Sleek Management Consultancy Ltd | 2018

- ISO 17025:2017 Requirements for the competence of Testing and calibration Laboratories | Sleek Management Consultancy Ltd | 2018
- Lead Auditor, ISO 9001:2015 | British Standards Institute | 2017
- Advanced Auditing of Management systems Standards | NQI-KEBS | 2017
- Training of Trainers | Management Systems | NQI- KEBS | 2016

Hobbies

- Playing ball games

Referees

1. Dr. Joseph Osewe Ouma

Managing Director, Sleek Management Consultancy Ltd
P.O. Box 2135 -00202, Nairobi
info@sleekmanagementconsultancy.com,
Contact: 0720 408 159

2. Stanslaus Alwyn Masinza

Senior Accreditations Officer, Kenya National Accreditation Service
P.O. Box 47400-00100, Nairobi.
masinzas@gmail.com
Contact: 0733 718 172

3. Wafula Rombosia

Managing Partner, Sleek Management Consultancy Ltd
P.O. Box 2135 -00202, Nairobi
info@sleekmanagementconsultancy.com,
Contact: 0722 847 387