

MIRIAM NABACHOE LITOROH

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Personal Attributes	I am a self-motivated, organized individual with a passion for excellence and a high level of integrity. Additionally, I am a good team player and able to work independently with minimum supervision.	
Employment History	<u>Quality Assurance Officer</u>	
	New KCC Ltd.	[December 2013 to date]
	Duties and Achievements:	
	<ul style="list-style-type: none">• Acting as the location's food safety team leader and overseeing the quality assurance activities at the factory to ensure quality at all times.• Ensuring products are processed, packaged and stored in accordance to standard operating procedures and specifications.• Analyzing and interpreting the laboratory results and advising the relevant department.• Undertaking frequent inspections of the factory and its surroundings. Identifying safety hazards and informing the relevant authorities of the same.• Conducting quality at the factories, depots and markets and reporting on the same along with recommendations on improvements.• Conducting supplier audits and ensuring all raw materials received meet the set specifications.• Training all employees in quality, operations, food safety and good manufacturing practice.• Reporting on quality, stock utilization and cost of quality to the Head of Quality Assurance.• Handling customer complaints, identifying root cause and putting in place corrective and preventive measures.• Participating in the analysis of returned products.	

Quality Management ERP super user

New KCC Ltd.

[August 2010 to date]

Duties and Achievements:

- Training of end users.
- First level support for the end user's issues.
- Resolution of issues with the consultant.
- Documentation of end user manuals and logging of issues.
- Successful delivery of the quality management module in the ERP implementation project.

Laboratory Assistant

New KCC Ltd., Dandora Factory

[May 2007 to November 2013]

Duties and Achievements:

- Recording/ maintaining parameters and test results.
- Carrying out bacteriological and chemical tests on finished, in process and raw products to ensure that they meet the desired quality.
- Aseptic sampling of rinses and swabs of equipment and production lines.
- Monitoring compliance of regulatory requirements i.e. packet integrity, dating, coding and weights of finished products.
- Inspection of all the incoming raw materials to ensure conformance to standards, specifications and requirements.
- Calibration of internal laboratory equipment.
- Preparation of accurate and timely monthly reports.
- Monitoring the operating and cleaning processes to ensure that they are adhered to as per the standards.
- Preparation of laboratory reagents and media.
- Inoculation of fermented products.

Education

- **Sep 2002 to Jun 2006 Kenyatta University**

Bachelor of Science (chemistry) degree- 2nd Class Honours, Upper Division

- **Feb 1997 to Nov 2000 Kangaru Girls High School**

Kenya Certificate of Secondary Education- B plain

- **Jan 1988 to Nov 1996 Kariobangi South Primary School**

Kenya Certificate of Primary education- 481 points

Technical Proficiency/ Skills	<ul style="list-style-type: none"> • ISO 9001:2015 implementation. • ISO 9001:2015 lead auditor. • Level 3 award in HACCP for food manufacturing. • High performance organization training. • Value addition training. • SAP training. • Change management training. • Computer application skills: Microsoft word, excel and access. 	
Referees	<p>Mr. Justus Njenga, Head of production, New KCC Ltd. Cell: +254720014616 Email: justus.njenga@newkcc.co.ke</p> <p>Mr. Wycliffe Mutonyi, Cell: +254726756544 Email: www.mutonyi@yahoo.com</p>	<p>Dr. Bernard Ogola, Lecturer, Kenyatta University. Cell: +254725553591 Email: bigbenogola@yahoo.com</p>