

Robert Koome Muthaura
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Professional Profile:

An enthusiastic and professional individual who enjoys being part of a successful and productive team

Quick to grasp new ideas/concepts, develops innovative and creative solutions to challenges and problems

Able to work well on his own initiative and can demonstrate high levels of motivation required to meet the tightest of schedules/ deadlines

Even under significant pressure, possesses a strong ability to perform effectively.

Objectives:

Now looking to build on his extensive range of technical expertise in combination with customer service and marketing skills within a suitably challenging role

To work in a busy and productive environment citing minimum supervision

Keen to achieve further professional and personal developments

Formal Qualifications:

2008 - 2009: Bachelor's Degree in Safety Engineering – Washington International University.

Key Modules:

1. Structural Design and failure mechanisms.
2. Safety aspects of natural disasters.
3. Designing for safety.
4. Planning and research in relation to quality assurance.
5. Safety engineering.
6. Disaster recovery.

1997 - 2000: National Diploma in Electrical & Electronics Engineering (Electronics Option) – Technical University of Kenya.

Key Modules:

1. Mathematics.
2. Industrial Electronics.
3. Instrumentation and Control Systems.
4. Industrial Management.
5. Digital Electronics.
6. Microprocessor Systems.

1993-1996: Kenya National Secondary Education (K.C.S.E)

1984-1992: Kenya National Primary Education (K.C.S.E)

Additional Technical Skills: (see attached documents)

- Application Software: Microsoft Access, Microsoft Word, Microsoft Excel, Adobe After Effects, Adobe Acrobat, security systems (antivirus) and Microsoft PowerPoint.
- Hardware Solutions: Microsoft A+ Certification (Hardware & Accessories plus the installation, commissioning and support of related periphery)
- Networking solutions: Microsoft N+ Certification. (IT Networking Solutions)
- Internet Solutions: Microsoft I+ (Internet support)

Other Professional Trainings:

- How to sell and Manage Major Accounts – Enhanced Performance & Training Centre
- Market Surveillance of Consumer Products (Principles & Practices) – Intertek, Milton Keynes UK
- National eCommittees – Training on ISolution Systems – KEBS, Standards Information Centre & Documentation (SIC&D)
- FTS Kenya PVoC Induction Course – Intertek International
- Barcode Basics Course – GS1 Kenya
- Intertek-As-One Service Resonance Workshop – Intertek International
- Oral Communication Skills – British Council, Nairobi Office
- MEPS (Minimum Energy Performance Standards) and Labels in Kenya – SLP (Standards and Labeling Programme in Kenya)
- How to sell and manage major accounts – EPIC (Enhanced Performance & Innovation Centre)
- Kenya National Electronic Single Window System – KENTRADE (Kenya Trade Network Agency)
- Client Development & Key Accounts Management – Carlson Management Solutions
- Advanced Risk & Incident analysis Training – SBC Africa

Other Professional Nominations:

- Kenya Bureau of Standards (KEBS TC 163) – Cosmetics & Related Products, Technical Committee (TC) Member
- Kenya Bureau of Standards (KEBS TC 075) – Leather & Leather products
- Kenya Bureau of Standards (KEBS TC 023) – Alcoholic Beverages

- Kenya Bureau of Standards (KEBS TC 035) – Surface active agents
- Kenya Bureau of standards (KEBS TC 090) – Electric Tools & Appliances, Technical Committee (TC) Member
- Kenya Bureau of Standards (KEBS TC 085) – Electric Lamps & Wiring Accessories, Technical Committee (TC) Member
- Kenya Bureau of Standards (KEBS TC 088) – Cables and Conductors
- Standards & Labeling Program / UNDP – Minimum Energy Performance Standards and Labels, Technical Working Group (TWG) Member
- Anti-Counterfeit Agency in conjunction with Kenya Association of Manufacturers (KAM), Anti-Illicit trade Sub-Committee

Career Summary:

2001 To Date: Intertek International, Nairobi Kenya

- Working within a reputable Inspections, testing and certification company. Tasked with a Technical role and in additional Customer Service consultancy duties, sales & marketing (in house), under the PVoC program of which is based on Article 5 of technical barriers of trade (TBT/WTO). This requires that technical requirements (standards) be applied to foreign and domestically manufactured products.
- Evaluating test reports, type-test reports, attestations, QMS certifications, test certificates and any other conformity assessment documents against appropriate conformity assessment references i.e. Kenyan standards, International standards, National Standards or Manufacturer's Own Declared Specifications.
- Receiving, analyzing and verifying completeness and correctness of importation documents within the KEBS Pre-Export Verification of Conformity to Standards Program. Health, safety and environmental aspect being the key area of concern.
- Customer service and marketing PCP programs via telecom, e-mail feedback and one-on-one interactions/meetings with clients.
- Actively soliciting new clients and nurturing existing ones. Ensuring that their needs and requirements are not only accommodated but also surpassed.
- Meeting importer, manufacturers and trade bodies & organizations through seminars and forums. The aim being to sensitize, highlight the benefits and create awareness on product conformity programs worldwide.
- Technical assistance on certificates of conformity (CoC) and non-conformity reports (NCR) correctness in liaison with PCO's (PVoC Country offices) worldwide within the scope of Kenya PVoC.
- Liaising with Kenya Bureau of Standards on behalf of clients and PCO's (PVoC Country offices) in respect to any technical queries concerning conformity assessment procedures against Kenyan standards or International equivalents.
- Participating in the review and amendments of Intertek Compliance Verification Guidelines (CVG's)
- Keeping clean records of all Intertek PVoC Memos and Compliance Verification Guidelines and a comprehensive inventory of standards for easy retrieval, review and reference.

- Participating in monthly consultative PVoC meetings hosted by KEBS.
- Active involvement in the preparation of investigation reports in response to surveillance reports received from KEBS.
- Evaluation and preparation of monthly testing data prior to presentation to KEBS.
- Representing Intertek in consumer awareness forums e.g. The Anti-Counterfeit Agency forums, Kenya Association of Manufacturers (KAM) forums e.t.c
- Coordinating conformity assessment procedures for bulk shipments including fertilizer, rice, industrial sugar, wheat and maize, keeping close contact with the importers and exporters concerned.
- Representing Intertek in KEBS technical committee's mandated with the task of standards development and reviews.
- Representing Intertek in the EAC secretariat, charged with the review and development of East African Standards.
- Active involvement in development of MEPS standards & Energy labels for domestic & commercial electrical equipment under the umbrella of S&L (Standards & Labeling Program) housed by the Ministry of Industrialization.
- Updating importers on standard developments, changes or reviews, especially those dealing with Fast Moving Consumer Goods (FMCG's).
- Updating KEBS on changes/updates done on International, National Standards and EC Directives & Regulations, with the aim of having the concerned Kenyan standards updated. This includes technical appeals received by importers and exporters.
- Offering Technical assistance in other CAP programs e.g. TZ PVoC, UG PVoC, SONCAP, Ethiopia, Gabon, Niger, and Ghana.
- Liaising with ROC and PM, technical teams in technical operational matter
- Training CAP LO-Staff on operational and technical procedures.
- Interaction and intervention of supply-chain challenges & solutions of Importers and exporters.
- Key account management: CMC Motors, Associated Battery Manufacturers, Blackwood Hodge (K) Limited, GlaxoSmithKline, E.A Chains Limited. Car & General, Amiran (K), Colgate Palmolive (E.A), KWAL (K), Total (K) as well as many high profile government departments and agencies

August- December 1999 Kenyatta National Hospital (Industrial Attachment)

Maintenance Department: -

- Gen set maintenance.
- Laundry equipment maintenance.
- Bio- medical equipment maintenance.
- Any other electrical and electronic duties assigned by authority.

Personal Details:

Date of Birth: 11 November 1978.

Languages: Fluent English, Swahili and a glimpse of Italian.

Nationality: Kenyan and Christian.

Health: Excellent.

Interests:

ICT sector, Quality Assurance, Conformity Assessment Programs, Project management, Strategy assessment and Research

Hobbies:

Watching/playing soccer, motor sports, traveling to new places, reading news journals & magazines, listening to music, socializing and especially meeting new people.

References are Available on Request