

CURRICULUM VITAE
MISS WINNIE ATIENO OPUCH
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NAIROBI, KENYA
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PERSONAL INFORMATION

TELEPHONE:	+254 729 275 042
DATE OF BIRTH:	10 th March, 1990
NATIONALITY:	Kenyan
RELIGION:	Christian
MARITAL STATUS:	Single
LANGUAGES:	English, Swahili

OBJECTIVES

- To direct my energies to the goals of the organization I work for and help it towards its profitability and growth.
- To maximize my resourcefulness and utilize my full potential in my job responsibilities as well as discharge my duties honestly, exhaustively, efficiently and professionally.

EDUCATION

2010-2015	Bachelor of Science in Civil Engineering The University of Nairobi Second Class Honors
2005-2008	Kenya Certificate of Secondary Education (KCSE) Nyamira Girls' High School Grade B + (PLUS)
1996- 2003	Kenya Certificate of Primary Education (KCPE) Toi Primary School Marks 387/500

OTHER QUALIFICATIONS

COURSE	INSTITUTION
Computer packages (MS Word, MS Excel, MS Access, MS Powerpoint, Adobe pagemaker, Publisher, Outlook, Internet & Email)	Polycom Computer Training Centre
Autocad Civil 3D	

PROFESSIONAL ASSOCIATION

- Member Engineers Board Of Kenya (EBK) - B9644
- Member Institution of Engineers of Kenya (IEK) - G6857
- Member University of Nairobi Engineering Students Association (ESA)

WORK EXPERIENCE

DATE	COMPANY
November 2015 to Date	Nairobi City Water and Sewerage Company
Job Status	Technical Officer - Planning, Design and Construction (PDC) Engineering Department, Technical Directorate.
Reports To	PDC Engineer
Responsibilities	<ul style="list-style-type: none">➤ Planning, design, construction and monitoring of water and sewerage infrastructure/projects.➤ Identification of areas devoid of water and sewer infrastructure/private developed projects and proposing improvement measures.➤ Day to day inspection of implementation of privately developed water and sewerage projects and monitoring of projects through defect liability period.➤ Check against company standards the submitted privately developed sewers and private water developments; recommend/not recommend for approval and calculate chargeable fees for the projects using the approved formulae.➤ Support the informal settlement department in the design of water and sanitation services as need arises.➤ Prepare monthly progress reports for the ongoing projects and their timely submission for incorporation in the department's monthly report and to the County as required.➤ Any other duty as may be allocated by the PDC engineer.

DATE	COMPANY
May to August 2014	Kenya National Highways Authority (KenHA)
Job Status	Attachee engineer
Project Title	Nairobi southern by pass project
Responsibilities	<ul style="list-style-type: none">➤ Supervision of materials testing➤ Supervision of survey works➤ Supervision of earthworks➤ Supervision of subbase and dense bituminous macadam laying and compaction.

DATE	WORKSHOP PRACTICE
May to August 2013	University Of Nairobi Fourth Term Industrial Attachment
	<p>During the industrial attachment I went for fieldwork in the following companies:</p> <ul style="list-style-type: none">➤ Chemususu Dam➤ Kiserian Dam➤ Ndakaini Dam➤ Kariobangi Treatment Works➤ Ngethu Water Works➤ Ruai Treatment Works

DATE	COMPANY
June to September 2012	Otieno Odongo and partners consulting engineers
Project Title	Provision of detailed design and supervision services for the minor civil works for Kimira Oluch Small Holders Farm Improvement Irrigation Project in Homabay Kenya
Job Status	Attachee engineer
Responsibilities	<ul style="list-style-type: none"> ➤ Detailed Report writing ➤ Interpreting data from the total station ➤ Design of tertiary canals ➤ Design of in-fields ➤ Design of drains

DATE	COMPANY
January 2009 to September 2010	Hospitality Systems Consultants
Job Status	Administrative Assistant
Responsibilities	<ul style="list-style-type: none"> ➤ Promptly, accurately, professionally and courteously receive 100 % of all telephone calls and visitors ➤ Prepare and process outgoing mails to include accurate weighing, coding, sorting, affixing postage, properly adresssing and preparing certified receipt mail. ➤ Assist with general administrative and clerical tasks to include typing, filing, proof reading and data entry. ➤ Ensures office is supplied with office suplies as needed ➤ Keeps operations manager well informed of activities and problems iddentified for corrective action. ➤ Reports to work regularly and on time and assists in other duties as needed and directed.

PERSONAL ATTRIBUTES

- Fast learner and able to grasp new concepts fast
- Strong interpersonal and communication skills both written and verbal
- Excellent time management skills and able to meet deadlines
- Ability to work under pressure
- Self motivated, hardworking and disciplined

INTERESTS

- Reading
- Travelling
- Socializing

REFEREES

- 1. Eng. David Manore**
Engineering Manager
Nairobi City Water and Sewerage Company
P.O. Box 30656-00100
Nairobi (K)
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- 2. Eng. Dennis Mugao**
PDC Coordinating Engineer
Nairobi City Water and Sewerage Company
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- 3. Eng. Samuel Maina**
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