

## CURRICULUM VITAE

**NAME** : **NZEKI MUTHENYA DANIEL**

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**MOBILE TEL** : 0722 719572

**DATE OF BIRTH** : 22<sup>nd</sup> June, 1972

**MARITAL STATUS** : Married

**NATIONALITY** : Kenyan

### **ACADEMIC RECORD**

2012 - : PHD Business Administration – Thesis incomplete  
Jomo Kenyatta University of Agriculture and Technology

2012 : Fellow Institute of Chartered Shipbrokers - UK

2005 – 2008 : Master's in Business Administration (MBA) - Finance  
University of Nairobi, Kenya

1999 : Diploma in Clearing, Warehousing and Practical Freight Forwarding.  
(Distinction) Bandari College, Mombasa.

1997 : Diploma in Marketing  
(Marketing, Public Relations, Advertising, Sales and Selling Management)  
London Chamber of Commerce and Industry. UK

1996 : Certificate Microcomputer Application Packages

1996 : Bachelor of Science B sc. (Upper Second Class)  
Egerton University, Nakuru.

1990 : Kenya Certificate of Secondary Education (K.C.S.E)  
Moi Forces Academy, Nairobi.

1986 : Kenya Certificate of Primary Education (K.C.P.E)  
Jaffery Primary School, Mombasa.

### **TRAINING**

2008 : The importance of INCOTERMS 2000, by ISCOS secretariat

2004 : Hazard Analysis Critical Control Point (HACCP) Internal Quality  
Auditors Training, by Bureau Veritas

2002	:	Effective Customer Care British Council, Mombasa.
2002	:	Exporters Workshop on 'Rules of Origin' Orchid Bay Hotel, Mombasa.
1999	:	Leadership and Teambuilding British Council, Mombasa.
1999	:	Report Writing 1 (The Process) British Council, Mombasa.
1999	:	Problem Solving and Conflict Resolution British Council, Mombasa.

#### **PROFESSIONAL ENGAGEMENTS & WORKSHOPS**

2017	:	Advisory Board Member of the African Ports Evolution, Africa's only ports, harbour's and maritime infrastructure development forum
<b>2015 to date</b>	:	<b>US Navy Manda Bay c/o Kellogg Brown &amp; Roots Services Inc, military contractor.</b>
2015	:	Port of Djibouti consultant on feasibility study on the development of dry ports or container freight station to increase the handling capacity.
2014	:	Member of the Technical Drafting Committee of The Self-Regulatory Charter on Vehicle Load Control, Northern Corridor Transit and Transport Co-Ordination Authority
2014 to date	:	Chairperson Board of Directors Lions Club Children Orphanage (Helens Home)
2013 to 2016	:	Kenya Ports Authority Independent Observer to the Corporate Tender Committee meetings for procurements of and above Kshs 100 Million as per The Public Procurement & Disposal Act (2006) Laws of Kenya.
2013	:	Board Member Regional Business Agenda Committee, Kenya Association of Manufacturers (KAM) Coast Chapter.
2013	:	Vice Chairman Committee of maritime experts developing a national curriculum for land based maritime transport services under Kenya Maritime Authority & Kenya Institute of Education.
2012 to 2016	:	Chairperson Events and Publicity, Institute of Chartered Shipbrokers EA
2011	:	JIKA training on Compliance of Customs Clearing Agents; Project on capacity building of customs administrations in Kenya and East Africa Countries, Castle Hotel, August 16th.
2011	:	JIKA training on Harmonised System (HS) Classification of Goods, Castle Hotel, June, 28 <sup>th</sup> .

2010	:	Members Open Forum by Kenya Shippers Council, Nairobi Safari Park, December 3 <sup>rd</sup> .
2010	:	International Trade Facilitation and Investment Workshop by Kenya Maritime Authority (KMA) and Intergovernmental Standing Committee on Shipping (ISCOS), Sarova Whitesands Beach Hotel & Spa, July 1 <sup>st</sup> .
2010	:	Border Post Operations and Future One Stop Border Posts in the East African Community. EAC/ JICA Stakeholders seminar, Nyali Beach Hotel, February 11 <sup>th</sup> and 12 <sup>th</sup> .
2009	:	Radiation Protection services on consumer products. Workshop by the Radiation Protection Board (Ministry of Public Health and Sanitation) at Travellers Beach Hotel, November 26 <sup>th</sup> and 27 <sup>th</sup> .
2008	:	Multilateral Trading Systems (WTO) Regional (EPAs) and Bilateral Issues. Kenya National Chamber of Commerce, Mombasa.

### **CAREER HISTORY**

**Aug 2012 – to date** : **Container Freight Stations Association of Kenya**

The Container Freight Stations Association is registered under the Societies Act (Cap 108) and one of its key objects is to encourage and promote Just, Fair, Legal and Honorable practices between its members the container freight station operators. The association is run by a board of directors who are elected annually at an AGM. The functions of the association are run from a secretariat based in Mombasa that houses four staff members.

**Position:** Chief Executive Officer  
**Duration:** current  
**Reporting:** I report to the board of directors  
**Duties and responsibilities:**

1. Lead, in conjunction with the Board, the development of the Company's strategy;
2. Lead and oversee the implementation of the Company's long and short term plans in accordance with its strategy;
3. Ensure the Company is appropriately organized and staffed and to have the authority to hire and terminate staff as necessary to enable it to achieve the approved strategy;
4. Ensure that expenditures of the Company are within the authorized annual budget of the Company;
5. Assess the principal risks of the Company and to ensure that these risks are being monitored and managed;
6. Ensure effective internal controls and management information systems are in place;
7. Ensure that the Company has appropriate systems to enable it to conduct its activities both lawfully and ethically;
8. Ensure that the Company maintains high standards of corporate citizenship and social responsibility wherever it does business;
9. Act as a liaison between management and the Board;
10. Communicate effectively with shareholders, employees, Government authorities, other stakeholders and the public
11. To keep abreast of all material undertakings and activities of the Company and all material external factors affecting the Company and to ensure that processes and systems are in place to ensure that the Board and management of the Company are adequately informed;
12. Ensure that the Directors are properly informed and that sufficient information is provided to the Board to enable the Directors to form appropriate judgments;

13. Ensure the integrity of all public disclosure by the Company;
14. in concert with the Chairman, to develop Board agendas;
15. To request that special meetings of the Board be called when appropriate;
16. In concert with the Chairman, to determine the date, time and location of the annual meeting of shareholders and to develop the agenda for the meeting;
17. To sit on committees of the Board where appropriate as determined by the Board; and
18. to abide by specific internally established control systems and authorities, to lead by personal example and encourage all employees to conduct their activities in accordance with all applicable laws and the Company's standards and policies, including its environmental, safety and health policies.

**Achievements:**

1. Development of a mathematical formula that allocates Kenya Ports Authority Nomination containers to CFS on capacity basis while rewarding performance.
2. Development of new import business opportunities in Uganda, Rwanda, Burundi, South Sudan for CFSs through dialogue with their respective governments.
3. Lobbying the business community and government for export cargo to be handled at CFSs.
4. Increased acceptance by importers to use CFSs through public relations awareness programs on the benefits of using CFS.

**Sep 2011 – to date : Jomo Kenyatta University of Agriculture and Technology**

**Position:** Part time maritime lecturer

**Duration:** current

**Reporting:** Chairman Business School

**Duties and responsibilities:**

1. Lecture maritime and shipping related courses
2. Supervise students in projects and thesis

**Oct 2011- Dec 2011 : SDV Transami Kenya Limited**

SDV Transami now Bollore Africa Logistics is part of Bollore Group a France based transportation and freight forwarding company. It is the leading public-private partnership logistics provider in the African continent in ports and rail sector. It has a presence in 55 countries including 45 countries in Africa and a workforce of 25,000 people. Bollore is ranked number 1 in France by the IATA and number 5 in Europe and is amongst the top ten logistics providers worldwide by gross revenue and freight forwarding volume with operations in 104 countries.

I supervised 30 staff directly and 100 indirectly

**Position:** Sea Freight Deputy Manager

**Duration:** 3 months

**Reporting:** Branch manager and Managing Director

**Duties and responsibilities:**

1. Recommend optimal transportation modes, routing, and equipment
2. Establish and monitor the supply chain performance systems
3. Create procedures for logistics activities
4. Maintain reports, process documentation and customer service records
5. Allocate and manage staff resources according to changing needs
6. Develop business by gaining new contracts, analyzing logistical problems and producing new solutions
7. Stay abreast of changes in imports regulation by reading current literature, attending meetings or conferences and conferring with colleagues
8. Confer with officials in various agencies to facilitate clearance of goods through customs.

9. Quote duty and tax rates on goods to be imported based on the federal tariffs and excise taxes.
10. Arrange transportation, warehousing, product distribution of imported products.

**Achievements:**

1. Improved customer satisfaction through regular status updates
2. New business development
3. Reduced operations costs

**Oct 2007 – Sep 2011 : Andy Forwarders Services Ltd**

Andy Forwarders Services Ltd is among the leading logistics providers in Kenya and is the local logistics partner of Hellman Worldwide Logistics of Germany that has 300 offices in 157 countries located on five continents. Hellman is amongst the top ten logistics providers worldwide by gross revenue and freight forwarding volumes. Its services include air freight, contract logistics, customs brokerage, road freight, sea freight and air freight.

I supervised 60 staff directly and 150 indirectly.

**Position:** Branch Manager, Mombasa

**Duration:** 4 years

**Reporting:** Chairman and CEO

**Duties and responsibilities:**

1. Branch administration of staff, human resources and financial issues
2. Represent the company in meetings with other stake holders and government officers.
3. Create policies and procedures for logistics activities
4. Monitor and orient personnel in roles and responsibilities regarding logistics strategies
5. Allocate and manage staff resources according to changing needs
6. Liaise with customers and suppliers
7. Develop business by gaining new contracts, analyzing logistical problems and producing new solutions
8. Sign documents on behalf of clients using power of attorney
9. Liaise with officials in various agencies to facilitate clearance of goods through customs
10. Prepare defense papers for shippers to appeal duty charges

**Achievements:**

1. Improved the cargo clearance period from an average of 12 days to two days through proactive operating systems and documentation processes.
2. Improved client retention from 40% to 100%
3. Reduced operating costs through controlled fuel wastages and petty cash

**Jun 2005 – Sep 2007 : Maersk Logistics Kenya**

Maersk Logistics is a third party logistics provider specialized in customized freight forwarding and supply chain solutions. The company has over 11,000 employees in over 300 offices across 90 countries and agents in 30 more countries.

**Position:** Various managerial positions from Imports Manager, transit imports manager, local imports manager

**Duration:** 2 years 6 months

**Reporting:** Country logistics manager

**Duties and responsibilities:**

1. Arrange optimal transportation modes, routing, and equipment
2. Establish and monitor the supply chain performance systems
3. Create procedures for logistics activities

4. Maintain reports, process documentation and customer service records
5. Allocate and manage staff resources according to changing needs
6. Develop business by gaining new contracts, analyzing logistical problems and producing new solutions
7. Stay abreast of changes in imports regulation by reading current literature, attending meetings or conferences and conferring with colleagues
8. Confer with officials in various agencies to facilitate clearance of goods through customs.
9. Quote duty and tax rates on goods to be imported based on the federal tariffs and excise taxes.
10. Arrange transportation, warehousing, product distribution of imported products.

#### **Achievements**

1. I brought on board new customers from the competitors
2. Through improved clearance days lost customers returned
3. Turned round problem departments that were having performance difficulties through better allocation of staff.

**2001- June 2005 : Tea Warehouses Ltd. (a subsidiary of Consolidated Warehouses Ltd)**

Tea Warehouses is a logistics company that specializes in commodity logistics, Freight forwarding, Shipping, Tea blending and packing.

The company is a subsidiary of a much older logistics company Consolidated Warehouse (Msa) Ltd, which has been in operations since 1957. With the increase in new business the directors appointed me to put in place a new company. I immediately embarked on the same I secured office premises and put up a functional warehouse/office in place then transferred experienced and knowledgeable persons from the mother company while recruiting from outside where it was necessary. Am proud to say that the company is a key player within the logistics industry as well as being a quality service provider and one that is advance when it comes to speedy commodity delivery, information technology and the provision of timely reports/analysis and data needed for decision making.

**Position:** Operations and Warehouse Manager

**Duration:** 5 years

**Reporting:** Operations Director

#### **Duties and responsibilities:**

1. Head a workforce of 20 permanent staff and 40 temporary gang staff in all the companies operations.
2. Oversee logistics, customer service, freight forwarding, Mombasa port and container terminal operations, financial issues, customs declaration, liaising with customs officials, Kenya Port Authority officials and the buyers representative for clients based in St. Petersburg (Russia), Cork (Ireland), Rotterdam (Netherlands), Egypt, London (Britain), Afghanistan and Pakistan.

#### **Achievements**

I was instrumental in the companies' introduction and achievement of Hazard Analysis Critical Control Point (H.A.C.C.P) quality certification.

**1998 - 2001 : Consolidated Warehouses Ltd.**

Consolidated Warehouses Ltd is a logistics company that specializes in commodity logistics, Freight forwarding, Shipping, Tea blending and packing

**Position:** Management Trainee (6 months)

**:** Assistant Manager (4 years)

**Duration:** 4 years 6 months

**Reporting:** Operations Manager

#### **Duties and responsibilities:**

1. Liaising with the buyers and exporter to confirmed commodity/tea purchase orders,
2. Assembling the specified tonnages in the pipeline for machine blending,
3. Overseeing correct machine settings, blending, packaging and stuffing the packed tea into sea freight containers for export.

The company operations were diverse and intense and this was backed up by my

4. Prepare daily and weekly stock reports for both the company and its clients. These reports highlighted and captured all logistics/operations such as deliveries, shipments, and available balances held at all the eight warehouses.

#### **Achievements**

1. I was instrumental in the development of computer generated Microsoft Dos reports from the traditional Microsoft Excel generated programs that I found were subject to manipulation.
2. Business development through occasional marketing trips with the managing director

Reasons for leaving: I was promoted and seconded to head operations at the subsidiary company.

#### **MEMBERSHIP TO PROFESSIONAL ORGANISATIONS**

1. Fellow Institute of Chartered Ship Brokers – UK
2. Member Institute of Directors - Kenya
3. Member Lions Club International - USA

#### **HOBBIES**

Swimming and biking.

#### **REFERENCES**

1. Faisal Abass  
Managing Director  
Focus Container Freight Station  
P. O. Box 43092 – 80100  
**Mombasa**  
Tel: (020) 2171576 /77/ 80
2. Meshack Kipturgo  
Managing Director  
Siginon Group  
P. O. Box 99646-80107  
**Mombasa**  
Tel: (020) 2354076
3. Silvester M. Kututa  
Managing Director  
Express Shipping & Logistics (EA) Ltd  
P. O. Box 1922 - 80100,  
**Mombasa**  
Tel: (041) 2229784, 2229786, 2224822