

**CURRICULUM VITAE**  
**DENNIS BUNDI GIKUNDA**

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**Personal Profile**

A young talented microbiologist with understanding of different ISO standards experienced in the field of quality management and conformity assessment work through assessing the documentation, implementation and effectiveness of management systems based on ISO 9001:2015 and ISO/IEC standards. A dynamic professional with exceptional capabilities to work in different fields of quality management.

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**Personal Details**

<b>Nationality</b>	: Kenyan	<b>Languages</b>	: Fluent in English and Swahili
<b>Religion</b>	: Christian	<b>Address</b>	: 116-60202 Nkubu

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**Career Objectives**

To build career in a reputable organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goals and climb the career ladder through continuous learning and commitment.

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**Education Qualifications**

**September 2013- July 2018**

- Bachelor of Science (Microbiology), second class honors (Upper Division) at Kenyatta University.

**May-July 2014**

- Certificate in Computer Packages.

**February 2009- November 2012**

- Secondary school education level at Ntharene Secondary School, awarded a K. C. S. E certificate with a mean grade of A-(Minus)
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**Work Experience**

March 2021 to September 2021:

**Institution:** Kenya Accreditation Service (KENAS)

**Position:** Technical Training Officer (Scheme Development, Training and Advocacy Division)

**Roles:**

- Assist in implementing procedures for conformity assessment trainings, related trainings, and capacity building
- Assist in conducting conformity assessment trainings, related trainings, and capacity building
- Prioritizing conformity assessment trainings and capacity building
- Assist in implementing the annual training schedule and forwards for communication to stakeholders.
- Assist in implementing the training curriculum on conformity assessments

January 2020 to February 2021

**Institution:** Kenya Accreditation Service (KENAS)

**Position:** Intern (Medical Laboratories Department)

**Roles:**

- Assist in entry, maintaining and updating of assessment data using the Q-pulse software used in KENAS.
- Assist with client file management
- Assist in advising clients on requirements for accreditation.
- Assist in preparation of assessment pack and preparing training materials and liaising with assessors for logistics
- Assist and participate in the promotion of uptake of Accreditation through client (marketing) engagement and sensitization.
- Implementation of ISO 15189:2012, and ISO 17043:2017
- Assist to review the closure of the non-conformities raised by KENAS assessment team during assessment period.
- Taking part in assessment
- Participate in the internal peer review to check if the facilities have closed all the non-conformities raised.
- Assist in preparation of Accreditation Certificate, Schedule as well as Letters.
- Preparing quotation for new clients.

April 2017 to March 2018

**Institution:** Afro Plast Ltd Thika

**Position:** Sales person

**Roles:**

- Provide clients with information about items
- Ring up purchases
- Follow up with new clients
- Elevate complaints to management

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**Professional and Technical Skills**

***Hard Skills***

- Statistical analysis using [Analysis of Variance](#) (ANOVA), and Statistical Package for the Social Science (SPSS)
- Proficiency with Microsoft Office ([Excel](#), [Word](#), [PowerPoint](#), Publisher, OneNote and [Outlook](#))
- Preparation of the experimental layout
- Participation in assessments in various facilities under ISO 15189:2012 (International Standard used in accreditation of Medical Laboratories) and ISO/IEC 17025:2017 (International Standard used in accreditation of Calibration, Veterinary and Pharmaceutical Laboratories)
- Proficient with communication and collaboration tools such as Skype and [Zoom](#).
- Experience with the SLIPTA checklist

***Soft Skills***

- Problem-solving
- Time management
- Adaptability
- Leadership

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## **Training**

- Trained on ISO/IEC 17043:2010; Conformity assessment - General requirements for proficiency testing
- Trained as an assessor on ISO 15189:2012; Medical laboratories - Requirements for quality and competence
- Trained on ISO/IEC 17025:2017; General requirements for the competence of testing and calibration laboratories
- Trained on ISO 15189:2012; Medical laboratories - Requirements for quality and competence
- Trained as an auditor based on ISO 15189:2012; Medical laboratories - Requirements for quality and competence
- Trained on Risk Management based on ISO/IEC 17025:2017; General requirements for the competence of testing and calibration laboratories
- Trained on Method Validation and Uncertainty of Measurements based on ISO/IEC 17025:2017; General requirements for the competence of testing and calibration laboratories

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## **Interests and Hobbies**

- Networking
- Reading newspaper and journals
- Travelling
- Participating in community work

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## **Referees**

### **Ms. Doris Mueni Mengo**

Manager – Health and Safety Laboratories

Kenya Accreditation Service (KENAS)

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### **Mr. Shem Peter Mutua Mutui**

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