

QUALIFICATIONS OF ARDELIA MUNZI

BACHELOR OF SCIENCE IN INDUSTRIAL
CHEMISTRY


PHONE: +254 710457009


ardeliamunzi@gmail.com

PERSONAL DETAILS

Date of Birth: 3rd March, 1996 | **Gender:** Female | **Marital Status:** Single | **Nationality:** Kenyan |
Religion: Christian | **ID Number:** 32586539

CAREER OBJECTIVE

- To create a positive mindset on management systems that lead to improvement of effectiveness of laboratory analysis and operations management.
- To solve problems in a creative manner and seek opportunities for career growth.

EDUCATION

| YEAR | INSTITUTION | QUALIFICATION | |
|-------------|-------------------------------|---|-------------------------------------|
| 2014 – 2018 | Technical University of Kenya | Bachelor of Science in Industrial Chemistry | Second Class Honours Upper Division |
| 2010 - 2013 | Vanessa Grant Girls' School | KCSE | A- |
| 2002 - 2009 | Muthini Primary School | KCPE | B |

EMPLOYMENT HISTORY

| YEAR | COMPANY | POSITION HELD |
|---------------|--------------------------------------|---------------------------------|
| 2021- To date | Kenya Petroleum Refinery Limited | Laboratory Technician Assistant |
| 2018 – 2020 | Sphinx Pharmaceuticals Limited | Quality Control Assistant |
| 2017 | Machakos University | Laboratory Technologist |
| 2016 | East African Portland Cement Company | Process Technician Intern |

EMPLOYMENT EXPERIENCE

Kenya Petroleum Refinery Limited (KPRL)
Laboratory Technician Assistant
Public Service Commission Intern

Mombasa, Kenya
January 2021 – To date.

- To prepare samples for subsequence analysis as per standard methods.
- To analyze petroleum products for KPRL and third party clients and advice on quality of its product during storage and dispatch of their products.
- To analyze and advice operations department for quality of petroleum products.

- To maintain safe and healthy work environment through enforcing standards and HSE procedure.

Operation Technician Assistant

- To sample petroleum products from product tanks and line sampling points for lab analysis.
- Routine checks of pumps to ensure that machines are functioning properly to minimize accidents and reporting faults to supervisor.
- To manage fuel product before and after transfer to oil marketing companies.
- Product loading to trucks and weighbridge skills.

Skills gained: Analytical Skills, Sampling skills, Quality Orientation Skills, Test method validation & verification, Reporting Skills and Test result computation & assessment skills.

Sphinx Pharmaceuticals Limited

Nairobi, Kenya

Quality Control Assistant

January 2018 – June 2020

- Prepared and tested samples to determine if the substance meets the standards or the requirements.
- Performed visual inspections of finished products.
- Calibrated, validated and maintained laboratory equipment and machines.
- Conducted routine and non-routine analyses of in-process materials, raw materials, environmental samples, finished goods and stability samples.
- Performed documentation and reports including failed processes, stability studies, recalls, corrective actions and revalidations.

Skills gained – Sample preparation skills, Critical thinking, Complex problem solving, Monitoring and Good Decision making.

Machakos University

Machakos, Kenya

Laboratory Technologist Intern

January - November 2017

- Liaised with academic staff to discuss timetables, equipment requirements and work plans.
- Ran trials of experiments prior to classes and then demonstrated techniques for experiments.
- Maintained and repaired equipment and laboratory apparatus.
- Worked with individual students and supported them on research projects.
- Managed the stock control of chemicals and equipment and ensured they are appropriately stored.

Skills gained – Active learning, Coordination, Instructing and Time management.

East African Portland Cement Company

Nairobi, Kenya

Process Technician Intern

January - August 2016

- Monitored and adjusted machines' parameters.
- Maintained Cleanliness of Process Equipment area and the laboratories.
- Tested the quality of each cement batch, manufactured in each stage following the company's quality assurance procedures.

- Kept batch test logbooks & maintenance logbooks for each piece of equipment and generated productivity reports.

Skills gained – Linear-thinking skills, Analytical skills, Observational skills and Organizational skills.

PROFESSIONAL TRAINING

| YEAR | TRAINING | TRAINER |
|----------------|----------------------------------|---|
| June 2021 | Occupational First Aid | International Safety Training Centre (KPRL) |
| May 2021 | Health, Safety and Environment | Kenya Petroleum Refinery Limited |
| March 2019 | Good Laboratory Practices | Sphinx Pharmaceuticals Limited |
| September 2014 | Leadership Skills | Africa Nazarene University (EFAC) |
| May 2014 | Entrepreneurship and Life Skills | Africa Nazarene University (EFAC) |
| February 2014 | Computer Studies and ICT | Kenya Institute of Technology and Development Studies |
| September 2008 | Peer Education | Mwala Youth Team Initiative (USAID) |

CERTIFICATIONS

- Certificate in Occupational First Aid by International Safety Training Centre at Kenya Petroleum Refineries Limited.
- Certificate in Bachelor of Technology in Industrial Chemistry at Technical University of Kenya.
- Certificate as an EFAC Fellow Education for all children at Africa Nazarene University.
- Certificate in Computer Studies and ICT at Kenya Institute of Technology and Development Studies.
- Certificate in Entrepreneurship and Life Skills at Africa Nazarene University funded by Education for all children. (EFAC)
- Certificate in Peer Education implemented by Mwala Youth Team Initiative (MYFL) funded through USAID.

VOLUNTEER EXPERIENCE

- **Africa Nazarene University (February 2018) - As an EFAC Mentor** I provided guidance and support to EFAC scholars in their professional career development. I also provided mentoring for personal growth in teaching, research, self-care and leadership.
- **Machakos Unit for the Mentally Challenged (June 2016)** – I taught the children their pre-vocational skills that included daily living skills, communication skills, perceptual skills and participated in the games and teaching.

- **Springs of Hope Children's Home (February – March 2014)** – I cleaned the children's rooms, prepared their meals, bathed them, played with them and did some general office duties.

SKILLS AND EXPERTISE

- Result Oriented.
- Analytical Skills.
- Leadership Skills.
- First Aid Skills.
- Trustworthiness and Ethics.
- Equipment maintenance Skills.
- Hydrocarbons firefighting Skills.
- Good interpersonal and communication Skills.
- ISO 17025:2017 Competence of testing and calibration laboratories requirements.
- ISO 9001:2015 Good quality management systems/practices.
- ISO 14001:2015 Environmental Management Systems. (HSE)
- ISO 17043:2010 Proficiency tests and proficiency testing providers.
- SAP and Laboratory Information Management System. (LIMS for data and results entry)
- Familiarity with Sales & Marketing, Manufacturing tools and Laboratory equipment.

INTERESTS AND HOBBIES

- Playing Board Games, Reading, Yoga and Keeping up with trends in technology, chemistry and pop culture.

REFEREES

Mrs. Diana Nthiwa
Kenya Petroleum Refinery Limited
+254724831943
Diana.N.Nthiwa@kpri.co.ke

Dr. Elizabeth Ndunda
Machakos University
+254717206133
Elizabeth.ndunda@mksu.ac

Dr. Geoffrey Otieno
Technical University of Kenya
+254700331903
Geoffrey.otieno@tukenya.ac.ke
