

PROFFESIONAL CURRICULUM VITAE (CV)

Current position : Operations Manager

Name of Firm : SGS Kenya Ltd.

Name of Staff : Jacob Muuo Munyeke

Profession : Scientist

Date of Birth : 16.08.1979

Years with Firm : 13 years

Nationality : Kenyan

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Twitter: @JMunyeke

Membership of Professional Societies: None

Detailed Tasks Assigned:

- Receiving and booking of clients orders
- Management of commodity inspection and ship fumigation activities at the port of Mombasa (Discharge supervision of bulk, bagged and break bulk dry cargoes(wheat, maize, sugar, rice, sorghum, food aid, fertilizer etc) and bulk liquids such as vegetable oils and industrial chemicals)
- Organizing for execution of Agri and pest control orders
- Ensuring compliance of the Agri and pest control operations to ISO 9001 and ISO 17020 Quality Standards
- Carrying out pest control site surveys
- Marketing of Agri and pest control services
- Current and prospective client visits
- Quoting and tendering for various Agri and pest control services
- Training and introducing new pest control operators
- Supervising and managing Agri and pest control operations
- Ensuring availability of Agri and pest control inputs and requirements
- Receiving and verifying pest control chemicals
- Reporting to and updating clients on operations
- Updating and reporting to the Agri and pest control Managers
- Managing client complaints
- Reporting monthly chemicals and equipment usage
- Debt collection
- Checking on deployment and payment of Agri and pest control workers

Key Qualification:

- Underwent training in ISO_IEC 17020 inspection accreditation implementation
- I am a certified Agricultural Superintendent (Vegetable Oils)
- Underwent training in GAFTA and FOSFA on sampling and discharge supervision of grains and oil seeds
- Underwent training in ISO 9001:2008 awareness
- Underwent training in operations supervision.

- Did a short course on Environmental Science by Aventis in professional application of some pesticides.
- Underwent training in pest control.
- Underwent training on agricultural inspections of maize, wheat, rice, beans and pulses.
- Underwent training on Integrity, code of conduct and ethics in business.
- Underwent training on Safety in working places.
- Did a course on maize and wheat grading.
- Did a fire fighting course.

Achievements.

- Carried out infestation assessment in the stores and environs.
- Carried out successful fumigations and general pest control operations.
- Did chemical distribution and activity monitoring during fumigation exposure periods.
- Data analysis and presentation of survey, post fumigation and general pest control results.
- Carried out successful pest control operations supervision
- Brought on board new clients for pest control services
- Managed successfully vessel discharge/loading and warehouse receiving operations
- Successfully carried out in transit cargo fumigation on sea vessels and containers
- Carried out sampling exercises for various commodities
- Did supervision of stuffing, stripping, stacking, tallying and recording of commodities in and out of storage facilities
- Gave out recommendations on proper storage practices.
- Advised on proper disposal methods and good environmental management system.
- Heading the debt collection team

OUTSTANDING EXPERIENCE

- Gained broad knowledge of various commodity inspections i.e. infestation, quality, quantity and hygiene
- Knowledge of various agro-chemicals usage, ingredients, actions, impacts, regulations and effects.
- Skills in phosphine gas concentration monitoring in successful commodity preservation methods.
- Understanding and implementation of comprehensive pest management in seeds, plants and buildings.
- Gained practical experience in insect pests and rodent control.
- Experienced in team building
- Experienced in debt collection
- Experienced in Agri and pest control service marketing
- Gained experience in customer complaint management
- Experienced in clients work order management
- Gained experience in quality management

EDUCATION:

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|------|---|--|
| 2015 | : | Kenya Bureau Of Standards
Certificate in Grading of maize, beans and rice |
| 2014 | : | SGS Kenya Limited
Certificate in Finance for non financial managers |

- 2014 : International Federation of Inspection Agencies (IFIA)
Certificate in Agricultural superintendence (Veg. oil)
- 2013 : Kenya Accreditation Service (KENAS)
ISO _IEC 17020 inspection accreditation implementation
training
- 2012 : SGS Kenya Limited
GAFTA and FOSFA training
- 2011 : SGS Kenya Limited
ISO 9001:2008 Awareness training
- 2011 : SGS Kenya Limited
Computer based training on Operations supervision
Certificate in operations supervision
- 2008 : Kenya Agricultural Research Institute-Njoro
Certificate in wheat and maize grading.
- 2006 : SGS Kenya Ltd Fumigation and pest control certificate.
- 2000–2004 : University Of Nairobi.
Bachelor of Science
Degree in Chemistry and Mathematics
Second class honours
- 2002 : Star Cyber Training Institute.
A course in office Computer Applications packages
- 1995 – 1998 : Starehe Boys Centre and School.
Kenya Certificate of Secondary Education
Mean Grade B+ (Plus)
- 1987 – 1994 : Katisaa Primary School
Kenya Certificate of Primary Education
Mean Grade A (Plain)

OTHERS

(At Secondary Level)

- Passed Swimming tests
- Did and passed a course in fire fighting
- Passed and obtained a St. John's First Aid Certificate
- Member of the Interact club – Rotary sponsored club
- Participated in the President's Award Scheme at the Bronze and Silver levels

EMPLOYMENT RECORD:

2013 UP TO DATE: OPERATIONS MANAGER

COMPANY: SGS Kenya Limited
DEPARTMENT: Agricultural services
LOCATION: Mombasa branch

Responsibilities

- As tasks assigned above.

2010-2013 PEST CONTROL SUPERVISOR

COMPANY: SGS Kenya Limited
DEPARTMENT: Agricultural services
LOCATION: Mombasa branch

2004-2010 PEST CONTROL AND COMMODITY INSPECTOR

COMPANY: SGS Kenya limited
DEPARTMENT: Agricultural service
LOCATION: Nairobi branch

Responsibilities

- Carrying out general pest control inspection operations in storage facilities, hotels, industrial and domestic establishments.
- Carrying out fumigation inspections and operations.
- Record keeping for receiving and dispatches of pest control chemicals and equipment.
- Maintaining records of pest control chemicals usage, purchases and equipment.
- Preparing fieldwork reports
- Organizing for regular repairs, availability of equipment and safety gear
- Commodity quality and quantity inspections

COLLEGE VACATIONAL WORK ATTACHMENTS

2003: SALES AND DELIVERY OF PHARMACEUTICALS
COMPANY: Elys Chemical Industries Limited
LOCATION: Nairobi

Responsibilities

- Going for deliveries of medicines to various destinations
- Sorting out drugs according to brands, logging and labelling
- Ensuring absolute cleanliness of storage facilities

2000: FUMIGATION AND PEST CONTROL OPERATOR
COMPANY: SGS KENYA LIMITED
DEPARTMENT: Agricultural services
LOCATION: Nairobi branch

Responsibilities

- Undertaking various fumigation and pest control operations.
- Preparation of inspection reports.

1999: CENSUS ENUMERATOR
INSTITUTION: CENTRAL BUREAU OF STATISTICS
LOCATION: Eastern Province
ACTIVITY: National Population and Housing Census

Responsibilities

- Interactive enquiry of information from the public and filling in questionnaires

- Performing mathematical analysis for total counts and compiling data obtained before presentation

SCHOOL VOCATIONAL WORK

At Starehe Boys Center, the school organizes for boys to help provide services in various organizations in the country including public and private offices, hospitals, clinics and dispensaries. (These services are on voluntary basis and no payments are to be received by the boys from the employers). Under this program I worked in the following:

1997: OFFICE OF THE ATTORNEY GENERAL-THE REGISTRAR GENERAL'S DEPARTMENT

Responsibilities

- Sorting and arranging Birth and Death Certificate Application forms
- Filing
- Issuing of Birth and Death certificates
- Helping applicants in filling the forms
- Verifying the filled forms with the records

MULALA CLINIC-1996

Responsibilities

- Ensuring general cleanliness of the wards
- Distributing food and drugs to the patients
- Weighing infants and taking their blood pressure
- Issuing both in and out patient cards.

MULALA CATHOLIC MISSION-1996

Responsibilities

- General environmental cleanliness
- Regular cleaning of the priest's car
- Discharging messengerial roles.

Language:

English-reading, writing and speaking -Good
Swahili -reading, writing and speaking – Good

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications and my experience, reference and contacts.



Signature: _____ Date: 28.03.2018
Full name: Jacob Muuo Munyeke