

# Curriculum Vitae for Leinad Mwendwa Mutheke

PERSONAL DETAILS			
Current Address:	MPOST Box 254729035475 – 00200 Nairobi, Kenya	Date of Birth:	13 <sup>th</sup> March, 1983
Contact Details:	Tel: 0729 035475 E-mail: <a href="mailto:mleinadm@gmail.com">mleinadm@gmail.com</a>	Nationality:	Kenyan ID: 23329878
Languages Spoken:	English, Kiswahili, Kikamba	Sex:	Male
Religion:	Christian	Marital Status:	Married

## Objective

To apply my academic and personal skills to give solutions to business needs.

## Work Experience

### From Aug. 2020: Pre-Export Verification of Conformity Program, Kenya Bureau of Standards

**Position:** Principal Inspection Officer

#### Responsibilities:

- Analyse the data of certifications from PVoC Partners to ensure conformity of the goods imported into Kenya
- Come up with solutions to meet new and emerging regulatory needs
- Ensure implementation of the PVoC conformity assessment procedures and guidelines by the PVoC Partners.
- Implement the Performance Management System for all the staff at PVoC
- Plan, Coordinate and monitor the performance of the PVOC service providers using key performance indicators stipulated in the contracts in order to ensure contractual obligations are monitored.
- Coordinate generation and dissemination of information on PVOC program through public notices, workshops and seminars in order to enhance public awareness on the PVOC program.
- Plan, Coordinate, monitor and ensure implementation of Enriched CoC Program as per the Government Directive on Enhanced PVoC Program
- Coordinate and analysis waiver applications to be presented to Waivers Evaluation Technical Committee for consideration and communicate the outcome to the clients and relevant
- Advise the Inspection Department on the performance of the PVoC Program
- Direct the processing of Import Standardization Mark applications in order to ensure that imported products that have a bearing on health and safety being sold in the market have been certified by KEBS through the PVOC program.
- Direct the processing of registration of consolidators
- Process the registration of importers of used textiles as per the Protocols issued by the Cabinet Secretary, Ministry of Industrialization, Trade and Enterprise Development.
- Mentor and coach staff at PVoC Office
- Responsible for the day to day operations at the PVoC Office as Acting Manager

### Dec. 2013 – Jul. 2020: Pre-Export Verification of Conformity Program, Kenya Bureau of Standards

**Position:** PVOC Officer

#### Responsibilities:

- Ensure implementation of the PVoC conformity assessment procedures and guidelines by the PVoC Partners.
- Monitor and evaluate PVoC Partner's implementation of the Kenya/ approved Standards.

- Maintain and disseminate PVoC Partner's conformity assessment results (i.e. Certificate of Conformity or Non Conformity Reports) and product quality alerts to all stakeholders.
- Provide advice to the PVoC Partner in the implementation of the PVoC programme.
- Provide training and awareness to stakeholders on PVoC programme.
- Participate in development and review of products subject to PVoC.
- Participate in development and review of PVoC Conformity assessment procedures and guidelines.
- Liaise with other bodies of the government for information regarding importation into Kenya
- Provide information for maintenance of the content of the PVoC website
- Forward information on Kenya standards requiring harmonization to Standard Development Division (SDD) for action.
- Handling of customer complaints and appeals.
- Obtaining feedback on the status of product conformance from KEBS Quality Assurance department market surveillance activities.
- Investigating cases of negligence by PVoC partners to do their job and giving the recommendations to the Line Supervisor.

#### **Nov. 2011-Nov. 2013: Kenya Bureau of Standards**

**Position:** Assistant Quality Assurance Officer

Responsibilities:

- Facilitating implementation of Kenya Standards and other approved specifications in the industry, in the textile field.
- Enforcing mandatory Kenya Standards and handling samples for quality testing.
- Receiving, analysing laboratory test reports and giving feedback to the client
- Implementing KEBS mandatory Standardisation Mark Scheme.
- Implementing KEBS voluntary Diamond Mark Scheme.
- Carrying out product certification audits within and outside the country on behalf of KEBS.
- Carrying out market surveillance on product quality in the assigned field and monitoring usage of KEBS Standardisation and Diamond Marks in the market.
- Participating in prosecution of the various parties contravening the Standards Act.
- Receiving, investigating and resolving consumer related product complaints.
- Receiving, investigating and resolving cases of misuse of KEBS quality marks
- Providing consultancy services on product and process quality to industry and other stakeholders.
- Marketing and promoting KEBS services to Industry.
- Implementing the quality management system in KEBS within the respective sectors.
- Participating in preparation of strategic plan and objectives of the section.
- Participating in preparation of departmental budgets and work plans.
- Carrying out quality contractual services on products and processes in the relevant field, on behalf of KEBS.
- Participating in the relevant technical committee meeting for development of standards.
- Sensitizing and educating the public on the usage of standards and participating in implementation programs to create awareness on quality in the relevant sectors.

#### **2010-Oct. 2011: Good Manufacturing Practice (GMP) & Allied Certification Corp. Ltd**

**Position:** *Head, Samples Control Department*

Responsibilities:

- Receiving of all samples brought to GMP Ltd Labs
- Coding all samples for easier traceability
- Managing samples database and sharing this information with all departments
- Developing Test plan for all the samples in compliance to ISO/IEC 17025
- Marketing and collection of samples
- ICT Responsibilities:

- Developing and maintaining an information system platform for easier access and sharing of information
- Installing and maintaining GMP Local Area Network (LAN) and Internet services
- Creating GMP Ltd digital content

## **2009: Good Manufacturing Practice (GMP) & Allied Certification Corp. Ltd**

**Position:** *Quality Analyst*

Responsibilities:

- Setting up a Textiles Testing Lab at GMP Ltd
- Assist in handling routine laboratory works
- Developing a Quality Management Systems for the lab
- Head of IT services
- Marketing

## **Aug-Dec. 2008: Kenya Power and Lighting Company**

**Position:** *Power Line Casual Employee*

Responsibility

- Installing a new electric power line from Rabai sub-station to Tarmal Limited at Mazeras town

## **June-Aug. 2008: Sunflag Textile & Knitwear Mills Ltd**

**Position:** *Industrial Trainee*

Areas of Training

- Spinning
- Doubling and twisting of yarn
- Fabric construction methods- weaving & knitting
- Fabric processing- dyeing, printing & bleaching
- Machines maintenance
- Fabric inspection and quality control

## **June-Aug. 2008: Nakuru Industries Ltd**

**Position:** *Industrial Trainee*

Areas of Training

- Process flow during manufacture of blankets
- Manufacture of Blankets and cotton processing
- Weaving, raising, cutting and packing
- Finished product inspection
- Dispatch

## **Aug-Sept. 2006: Electoral Commission of Kenya**

**Position:** *Voter Registration Clerk*

Responsibility

- Voter registration
- Updating the ECK voter register
- Organizing and Conducting voter education barazas

## **Training and Professional Qualifications**

**2020:** ISO 30401:2018 Knowledge Management Systems Implementation

**2017:** Certified Information Systems Security Professional (CISSP)

**2017:** Effective Supervisory Skills

**2016:** Advanced Financial Modelling using Microsoft Excel

**2016:** ISO 9001:2015 Transition Course

**2014:** Six Sigma Yellow Belt

**2013:** ISO 9001:2008 Quality Management Systems Requirements training

**2013:** Internal Quality Auditing

**2013:** ISO/IEC 27001 Information Security Management Systems Requirements training

**Aug 2012:** Investigations training by Criminal Investigation Department (CID)

**Aug 2010:** ISO/IEC 17025 Implementation, Method Validation and Documentation training

**Feb 2010:** Training on the Implementation of ISO/IEC 17020

**Sept 2009:** Awareness Training on ISO/IEC 17025: General Requirements for the Competence of Testing and Calibration Laboratories

## Education

**From 2018 -: KCA University**

**Master of Science in Information Systems Management**

**(Course completion: August, 2020)**

**2003-2008: Moi University**

**Academic Award:** Bachelor of Technology in Textile Engineering, Second Class Honors, Lower Division

**1998-2001: Kyuso Secondary School**

**Academic Award:** K.C.S.E Grade B+

**1989-1997: Ithoka Primary School**

**Academic Award:** K.C.P.E 511 marks out of 700

## Conformity Assessment Skills

Knowledge on the implementation of following standards:

- ISO 17025:2005
- ISO 17020:1998
- ISO 9001:2008
- ISO 14001
- ISO 27000 Series
- OHSAS 18001
- Guide 65

## Computer Skills

- Programming in Python
- Database Management
- Microsoft Office applications (2007, 2010, 2013, 2016, 2019)
- Visual Basic for Applications (VBA) Programming

- Advanced hands-on experience with Microsoft Windows OS (XP, Vista, 7, 8, Server 2003, Server 2008, Server 2008 R2, Server 2012, Server 2012 R2, Windows 10, Server 2016)
- Linux (Ubuntu, RHEL, Fedora, Kali, SuSE)
- Accounting Packages:
  - QuickBooks – 2006, 2008, 2009, 2010
  - Sage – Sage 50 Accounts Professional, Peachtree Accounting (2005, 2009, 2010)
  - Microsoft Office Accounting – 2007, 2009
- Customer Relations Management (CRM) Systems:
  - Microsoft Dynamics CRM 3.0 and 4.0
  - Sage ACT! Premium
  - CRM-Express
- Digital Content Development
  - Adobe eLearning Suite
  - Adobe Captivate CS4, CS5
  - Adobe Lifecycle Designer ES 8.2
  - Camstudio
  - Business Documents using Business-in-a-Box (BIB)
- Point of Sale (POS) – QuickBooks POS, Microsoft Dynamics POS 2009
- Computer Systems Virtualization in VMware Workstation, vSphere and Docker
- Data Analysis

### **Professional Affiliation**

- Gazetted Inspector (Kenya Gazette No. 5032, of 25<sup>th</sup> July, 2014)

### **Miscellaneous**

Participation in co-curricular activities

- Member of the Science Club in High School from 1999 to 2001
- Member of Textile Students Association (TEXSA) from 2003 to 2008
- Member of Technology Students Association (TSA) from 2003 to 2008
- Member of Moi University Christian Union (MUCU) from 2003 to 2008

Reference can be provided upon request