

## PAUL S MUTHUI

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### CAREER OBJECTIVE

Accomplished QA and R&D professional with 7+ years' progressive experience and proven record of significant success. Now looking for an opportunity to utilize and further develop my skills in quality management, analysis, standards, process improvement, project design and management, product-life cycle testing methodologies, problem solving and leadership within a suitably challenging environment.

### PROFESSIONAL PROFILE

A creative problem solver, an inventor, a leader and an adaptable individual with an eye for fine details. Enjoys being part of, as well as leading, a successful and productive team.

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### ACADEMIC QUALIFICATIONS

- 2005-2010: Moi University**  
Bachelor's of Technology in Chemical and Process Engineering.  
Second Class Honours Upper Division.
- 2000-2003 Lenana School**  
Kenya Certificate of Secondary Education (KCSE)  
Grade attained A-(Minus)

### PROFESSIONAL QUALIFICATIONS

- Total Quality Management Professional (TQMP) Certification
- Lean Six Sigma Green Belt (LSSGB) Certification

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## WORK EXPERIENCE

### **BURN MANUFACTURING USA LLC**

**Jan 2018 – to Date: Quality & R&D Testing Manager**

#### **Quality Control Roles**

- Plan, direct, monitor, maintain, support, and coordinate the activities in the Quality department, including hiring of personnel
- Develop & review:
  - Specifications of raw materials and product components
  - Quality measuring methodologies
  - Incoming QC procedures (IQC)
  - Batch & Lot traceability procedures
  - In-Process QC procedures (IPQC)
  - Daily and monthly quality reports including corrective measures
  - Finished Good Inspection
- Work with supply chain and third party inspection companies in Kenya, China & USA to ensure raw materials meet the required standards through pre-shipment inspections and testing and supplier factory audits.
- Provide interpretation and manage external, internal, customer and supplier quality issues
- Leadership within quality as BURN expands across Sub Saharan Africa
- Drive improvements within the company's operations (production, quality, materials, etc.)
- Quick and clear communication with the General Manager, Chief Technical Officer, Production & Engineering Manager, Supply Chain Manager on matters concerning quality
- Quality documents control
- Ensure adherence to Health and Safety guidelines

#### **R&D Testing Roles**

- Plan, direct, monitor, maintain, support, and coordinate the activities in the Testing department, including hiring of personnel

- Be responsible for the day to day operations of the Testing Lab and ensure that good laboratory practices are implemented, documented and sustained.
- Lead, develop and mentor a team of R&D analysts and lab technicians
- Responsible for preparing budgets, purchasing of lab supplies and preparing ordering lists.
- Drive improvements in testing methodologies, use of equipment, instrumentation, and procedures by investigating alternatives; developing and performing parallel testing and monitoring progress
- Manage and coordinate accelerated stove life testing through the Guard Stove Testing Program(GSTP) and the Heavy User Testing Program
- Consult and collaborate with Design engineers, CTO and Market Research department in order to develop appropriate testing priorities and schedules
- Analyze testing data, prepare and share reports with the R&D team
- Communicate and participate in meetings with senior management on new product development

## **BURN MANUFACTURING USA LLC**

**April 2016 – Dec 2017: Quality Manager**

### *Responsibilities:*

- Management of quality department, including training, hiring, firing, workflow, schedules etc.
- Development and refining of:
  - Product Specifications
  - Quality measuring methodologies
  - Incoming Quality Procedures
  - Lot traceability
  - In-Process QC Procedures (IPQC)
  - Daily and monthly QA reports including corrective actions
- Control of quality globally – ensuring the quality of all materials before they arrive in the factory.
- Sourcing and management of third party quality inspection partners in China – ensuring factory audits and pre-shipment inspections are conducted on time.
- Leadership within quality as the company expands across Sub Saharan Africa
- Drive improvements with the company's operations (production, quality, materials etc.)
- Quick and clear communication with the General Manager, Chief Technical Officer, Production and Engineering Manager, Supply Chain Manager etc.
- Document Control

- Factory Environmental Health and Safety Protocols

*Achievements:*

- Created the quality assurance department from initial 3 quality inspectors to 13 quality inspectors and 2 quality analysts
- Reduced the average overall factory reject rate from 5.0% to the current 0.20%
- Sourced and managed the pre-shipment inspection and testing of raw materials, factory audits of current and potential suppliers in China through third party inspection companies and laboratories.
- Was instrumental in the reestablishment of a good working relationship with a local raw material supplier by creating a good communication system.
- Created a Global Quality Policy for the company which greatly improved the quality of raw materials received from overseas. Recommended customer surveys that led to 92% reduction in the amount of reworks done in the factory.
- Selected to head new product assembly line setup and successfully managed the development and commissioning of Peepoo Toilet Bags production line

**BURN MANUFACTURING USA LLC.**

**August 2014 – March 2016: Quality Engineer**

*Responsibilities:*

- Design and daily management of:
  - Incoming Quality Procedures (IQC)
  - Lot traceability of raw materials
  - In-process QC procedures
  - Daily and monthly QC metrics and corrective action reports
  - Final inspection, serialization and packaging
- QC document control and development of specification sheets
- Development Factory Environmental Health and Safety protocol

**SCHUTTER ENERGY LTD (TAKAMOTO BIOGAS)****Dec 2011 to July 2014: Research & Development Engineer***Responsibilities:*

- Researching and developing new products for the company.
- Testing biogas appliances to ensure that they conform to the set local and international standards.
- Performing quality control on biogas plants and appliances in the field to ensure that they are working as per the expectations.
- Communicating with vendors to recommend, manufacture and supply parts and materials for products.
- Providing budgeting for Research and Development department for the company.
- Offering technical assistance in installation of biogas systems
- Meeting with clients to find out their emerging needs.

*Achievements:*

- Design and management of the Pay-As-You-Go payment system for biogas. Coordinated the software and hardware developers, the installation team and meter technicians so as to deliver the best services to the clients.
- Managed a project to reduce leaks in biogas systems (accounted for 40% of the maintenance cost) and successfully eliminated all the leaks. .
- Designed and developed plastic biogas systems with partners.
- Supervised development of new appliances designed and documented installation methods.
- Tested and analyzed the efficiency of biogas cook stoves.
- Implemented biogas quality analysis, for both carbon dioxide and hydrogen sulfide.
- Designed and developed solar heating system prototypes for biogas digesters.
- Developed a Human-Centered Design (HCD) problem solving methodology for the R & D department.

**UNILEVER KENYA LTD****June-August 2008: Intern, Total Productive Maintenance (TPM) Department, Safety, Health and Environment (SHE) Section***Responsibilities:*

- Identification and reporting of safety and health hazards
- Carrying out a project work on Risk Assessment for Equipment/Human Traffic Flow within Unilever Site.
- Assist in training of operators on TPM implementation and evaluation.
- Quality control on the soap manufacturing plant.

- Manufacturing/production planning and evaluation.

## HOBBIES AND INTERESTS

- Travelling and adventure
  - Listening to music/DJ
  - World Politics and history
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## **REFEREES**

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