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**NJUGUNA ARNET WANJIRU**

**PERSONAL PROFILE**

Gender:	Female
Date of birth:	1st April 1990
Nationality:	Kenyan
Religion:	Christian
Languages:	English, Kiswahili

**OBJECTIVE**

- To gain skills that will enable me to have a competitive edge in Food safety and security.
- To contribute towards providing standard-based solutions that promote quality of life, trade and innovation in the marketplace.
- To improve my interpersonal relationship and teamwork. This is to learn to work with people from different backgrounds to achieve a common goal.

## **WORK EXPERIENCE**

### **February 2016 - To Date**

#### **Senior Laboratory Analyst at Kenya Bureau of Standards Duties:**

- General housekeeping duties in the laboratory
- Media Preparation, to check performance and verification
- Sample preparation techniques: microbial resuscitation
- Analysis of milk, water, food and animal feeding products, GMOs, contaminants, cosmetics, soils, effluent sanitisers and detergent
- Use of Laboratory Information Management System
- Updating of records - Samples register, media preparation forms, performance and verification, equipment maintenance
- Take part in the expansion of the scope of tests carried out in the laboratory: Detection of *Pseudomonas aeruginosa* in cosmetics, antimicrobial testing
- Carried out environmental monitoring
- Take part in samples collection such as meat, milk, water, and hygiene samples around the country
- Consultation in different activities that are carried out by the testing department: marketing private testing
- Participating in Proficiency testing
- Participating in Method validation and verification by generating and analyzing data
- Engage in training through our attachment and internship program

### **May 2015 - February 2016 Administrator/ Human Resource/ Finance at Fifth Quarter Group Limited**

#### **Administrator Duties:**

- Ensure the office is always clean and organized.
- Filing of client files and documents
- Customer care responsibilities
- Managing client database
- Organizing major site visits of the company
- Personal assistant to the company Director

#### **Human Resource Duties:**

- Organizing company employee's files
- Managing the payroll
- Formulated company policies

#### **Finance Duties:**

- Managed petty cash and recording system
- Reconciliation of petty cash, company bank accounts, Director's account
- Collections of payments from clients
- Worked with the QuickBooks system in managing the company accounts
- Made statutory payments
- Coming up with a company budget
- Managed suppliers of the company

### **January 2015 – May 2015 Customer Care Representative at M-kopa Solar Limited.**

#### **Duties**

- Assisting customers in activating their devices.
- Noting customer's faulty devices and escalating various customer issues to different departments
- Giving directions to the several Service Centers in the country

- Screening customers and allocation of devices.
- Assisting agents, sales representatives and service centre attendants in troubleshooting faulty devices.
- Giving general information about the devices available.

**November 2014 – January 2015 Collections Officer at M-kopa Solar Limited.**

**Duties**

- Calling customers who are not paying their loans (Had the highest collections of more than Ksh 500,000 in the first week)
- Noting customers' faulty devices
- Escalating various customer issues to different departments
- Data entry of the dates of payment given by the customers.

**August 2014 - November 2014 Data Entry Clerk at Clinton Health Access Initiative**

**Duties**

- Calling Health facilities
- Collecting and analyzing data
- Inputting data into several data tools
- General customer care services

**January 2013 - April 2013 Attachment at Kenya Bureau of Standards**

**Laboratory attachment**

**Duties**

- Media preparation.
- Sample analysis
- General housekeeping of the laboratory.
- Record keeping.

**January 2012 - April 2012 Attachment at Kenya Agricultural Research Institute**

**Laboratory attachment**

**Duties**

- Assisting the technicians in the laboratories including:
- Analytical Laboratory
- Tissue culture laboratory
- Entomopathogenic laboratory

**January 2011 - April 2011 Blessed Hands High School**

**Laboratory technician**

**Duties**

- Prepare various experiments for students
- Guiding the students while they are doing their experiments in Biology, Chemistry and Physics

**PROFESSIONAL CERTIFICATION**

- ISO 22000 Implementation and auditing, Food safety management system, KEBS, 2021
- ISO 17025 Implementation and auditing, General requirements for the competence of testing and calibration laboratories, KEBS, 2021
- Method Validation and Uncertainty of Measurement for Microbiological Analysis, KEBS, 2020
- Basic Investigation Techniques, NPS-Directorate of Criminal Investigations Academy,

2020

- Method Validation and Uncertainty of Measurement, KEBS, 2019
- Integrated Solid Waste Management (ISWM), Chrom Africa, 2018
- First Aid at Work, Ecohealth Company Ltd, 2022
- Fire marshal training, Red Cross, 2022
- ISO/IEC 17043 Implementation, Standards and Market Access Program(SMAP), 2017
- ISO 13528 Implementation, Standards and Market Access Program(SMAP), 2017

## **EDUCATION**

### **2021 – To date - Jomo Kenyatta University of Agriculture and Technology**

Master of Science in Public Health

### **2010 - 2013 - Jomo Kenyatta University of Agriculture and Technology**

Bachelor of Science in Microbiology and Zoology

Second Class Honors'-Upper Division

### **2009 (September)-2010 (March) - Nairobi Aviation College**

Diploma in Information Technology (module 1)

### **2009 (January-August) - St. Kizito Vocational Training Institute**

Computer packages and networking

### **2005 - 2008 - St. Francis Girls High School, Mang'u**

Kenya Certificate of Secondary School Education

### **1997-2004 - Playway Education Centre**

Kenya Certificate of Primary School Education

## **AWARDS RECEIVED**

- Participation in the 11TH Evaluation Workshop for the SADCMET Microbiology Proficiency Testing scheme for Water Testing Laboratories 2019
- Participation in the 10TH Evaluation Workshop for the SADCMET Microbiology Proficiency Testing scheme for Water Testing Laboratories 2018
- Young Christian Student (YCS) - member (2010-2013)
- Participating in the Talents Night Organizing Committee of the JKUAT Catholic Community, 2011
- Young Christian Student (YCS) JKUAT- Chairperson (2011-2012)
- Participating in the Annual Environmental Walk, I.C.Y.C.S, 2011

## **INTERESTS AND ACTIVITIES**

- I have an interest in
  - Food safety and security in regards to public health
  - Water portability and safety
  - Environmental monitoring especially on effluents discharging and treatment

## REFERENCES

1. Daniel Mishura Omulogoli  
Kenya Bureau of Standards  
Sample Control Manager  
P.O BOX 54974 00200  
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Tel: 0725430775
  
2. Benjamin Wesonga Panyako  
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