

**ELIZABETH ADHIAMBO ODIPO**  
Mobile No. 0721430619/ 0725821804  
Email ID- [lizodipo29@gmail.com](mailto:lizodipo29@gmail.com)

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## **PERSONAL DETAILS**

- Date of Birth- 25<sup>th</sup> February 1987
- Address- P.O. Box 17011-00510, Nairobi

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## **CAREER OBJECTIVE**

To achieve milestones in career by excelling performance: through effective utilization of knowledge, skills and aptitude in a growth-oriented organization.

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## **PROFESSIONAL SUMMARY**

- Undertaking CQI and IRCA Certified ISO 14001:2018 – Environmental Management Systems, Lead Auditor Course, Mileview College.
- Trained in CQI and IRCA Certified ISO 45001:2018 - Occupational Health & Safety Management Systems, Lead Auditor Course, Mileview College.
- Trained in Certificate in QMS course based on ISO 9001:2015, - Mileview College
- Trained in Occupational Health and Safety committee.
- Trained Fire Marshal- Burnex Fire Protection Ltd on 25<sup>th</sup> August 2021
- Trained in Certificate in Food Safety System Certification (FSSC)22000- Mileview College
- Trained on KAIZEN skills to improve productivity (Application of Japanese concept into Kenya) from July 2012 to February 2013.
- Trained in Risk Management training course based on ISO 31000: 2018- Global Standards Resource (USA).
- Trained in Conformity Assessment on ISO 17021-3-2017-Global Standards Resource (USA).
- Trained in **SME Product Training and Certification: Module 1**; General Management Systems Guidelines, **Module 2**; Good Manufacturing Practices, **Module 3**; HACCP and Preventive Controls, **Module 4**; Good Agricultural Practices and **Module 5**; Auditor competency - Global Standards Resources (USA)
- Professional member of the International Food Safety and Quality Network (IFSQN).

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## **AREAS OF EXPERTISE AND TECHNICAL SKILL**

1. Ms-Office suite packages.
2. Knowledge of application of FSSC 22000, ISO 9001:2015 and ISO 45001:2018)
3. Auditing and Documentation skills.
4. Strong organizational and excellent time management skills.
5. Excellent communication and people management skills
6. Pays attention to details
7. Quick learner with a positive attitude

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## **PROFESSIONAL EXPERIENCE**

**GILOIL COMPANY LIMITED**- From November 2020 up to date

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**Designation:** Quality Assurance & Systems Manager

**Achievements:**

1. Successfully participated as a Giloil food safety team leader in the preparation and passing of the recertification audit for Food Safety Management Systems on compliance of requirements of the international scheme; ISO 22000:2018, ISO/TS 22002-1 and additional FSSC 22000 requirement Version 5.0, conducted by Bureau Veritas.
2. Participated directly and indirectly in several continuous improvements of the company; documentation and implementation to ensure ISO systems are consistent.
3. Maintained a proper housekeeping and required recording of documents in a period of 6months.

**Responsibilities / Duties**

- **Compliance** - (Customer, Organizational, Legal and standards requirements)  
Local legal requirements- Statutory & Regulatory – KEBS, Nairobi City County, NEMA, DOSH etc.
- **Safety and Health**- Responsible for making sure that there is a safe working environment across all departments. Goal is zero work related accidents & injuries.
- **Customer complaints**: Leading communication across all relevant departments to ensure that all the customer complaints regarding quality of products are attended to and resolved satisfactorily and on time.
- **Sustainability of ISO Certification** (ISO 9001:2015, ISO 45001:2018, and FSSC 22000): Responsible for implementation and execution of current ISO standards and certifications  
Develop new, and review existing Standard Operating Procedures (SOP's), Policies, checklists, manuals etc. Identification and correction of gaps in the processes including data accuracy for effective traceability.
- **Good Manufacturing Practices**: Managing GMPs standards including Covid-19 Awareness and Control within the company.
- **Quality Control/Assurance**: Supervision of incoming, on-line and outgoing quality tests and advising the production manager on corrections or corrective actions where the products or processes are found to be non-conforming.
- **Research and development**: Designing product specifications for all new products and reviewing existing specifications with the relevant departments.
- **Trainings**: Conduct departmental trainings, health and risk assessments.  
Plan for fire drills, fire appliances inspection and manage the meetings.
- **Organizational meetings**: Plan and conduct the ISO Management review, OHS Committee and Departmental meeting
- **Artwork amendments**: Advise and approve all the artworks for the packaging materials to compliance.
- **Inspect ETP and RO plant**: Manage the Reverse Osmosis and Effluent Treatment plant operations, record keeping and maintenance.

**TROPICAL MAC EPZ LIMITED-** From February 2020 –November 2020

**Designation:** Quality Assurance Manager

**Achievements:**

Coordinated and prepared Food Safety System certification and HACCP documents in preparation to the first audit.

**Responsibilities / Duties:**

- **Compliance** - (Customer, Organizational, Legal and standards requirements)

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Local legal requirements- Statutory & Regulatory – KEBS, Embu City County, NEMA, DOSH etc.

- **Safety and Health**- Responsible for making sure that there is a safe working environment across all departments. Goal is zero work related accidents & injuries.
- **Customer complaints**: Leading communication across all relevant departments to ensure that all the customer complaints regarding quality of products are attended to and resolved satisfactorily and on time.
- **Sustainability of FSSC 22000 Vs. 5.0 certification**: Responsible for implementation and execution of current ISO standards and certifications  
Develop new, and review existing Standard Operating Procedures (SOP's), Policies, checklists, manuals etc. Identification and correction of gaps in the processes including data accuracy for effective traceability.
- **Good Manufacturing Practices**: Managing GMPs standards including Covid-19 Awareness and Control within the company.
- **Quality Control/Assurance**: Supervision of incoming, on-line and outgoing quality tests and advising the production manager on corrections or corrective actions where the products or processes are found to be non-conforming.
- **Trainings**: Train our macadamia suppliers on expected macadamia quality standards.  
Trains and supervises department employees to insure optimum competency, commitment and performance.
- **Organizational meetings**: Plan and conduct the ISO Management review and Departmental meeting

**SAFEPAK PLASTICS LIMITED**- From January 2019 to January 2020

**Designation**: Systems Coordinator

**Position Objective**: Ensure maintenance of Food Safety System Certification, Quality Management System, Occupational, Health & Safety System and Environmental systems

**Achievements**:

- 1.Implementation of Kaizen concept in the caps store section: The arrangement of the caps to ensure effective FIFO process of receiving, organizing and dispatching products from the caps store and also this assist's accountants in stock taking process; easier and faster.
- 2.Highly participated in the preparation and passing of the recertification audit for FSMS on compliance of requirements of the international scheme; ISO 22000:2005, ISO/TS 22002-4:2013 and additional FSSC 22000 requirement Version 4.1. Conducted by SGS on 2<sup>nd</sup> to 5<sup>th</sup> April 2019.
- 3.Participated directly and indirectly in several continuous improvements of the company projects to ensure systems are running smoothly.
4. Highly participated in the preparation and passing of the recertification audit for QMS on compliance of requirements of the international scheme; ISO 9001:2015. Conducted by SGS on 27<sup>th</sup> to 30<sup>th</sup> August 2019.
5. Prepared and enforced some policies to establish a culture of health and safety at Safepak.

**Responsibilities / Duties**:

1. **Safety and Health**- Responsible for making sure that there is a safe working environment across all departments. Goal is zero work related accidents & injuries.  
Inspect machines, equipment, stores, dispatch area and production to observe possible unsafe conditions.

➤ Implementation of NEMA guidelines on conservation of environment

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- Ensure awareness of safety and environment issues is prevalent through signage, monitoring, briefings and trainings.
- Prepare and enforce policies to establish a culture of health and safety in the work place.

**2. Compliance** - (Customer, Organizational, Legal and standards requirements)

Local legal requirements- Statutory & Regulatory – KEBS, Nairobi City County, NEMA, DOSH etc.

- Liaising with external parties, on matters relating to the Quality, Environmental, OHS and FSSC System. To ensure the facility complies with the relevant statutory and regulatory requirements i.e. DOSH, NEMA, City Council etc. including company EHS policies and procedures.

**3. Sustainability of ISO Certification**

- Implementation & maintenance of FSSC 22000 & QMS 9001:2015 management systems.
- Coordination of internal, first, second and third-party audits of Food Safety and QMS audits.
- Reporting on the status/performance of the Quality and FSSC, through periodic Management Review meetings which were conducted twice a year.
- Prepare, perform analyze and evaluate on customer satisfaction survey semi- annually.
- Ensuring all the documented SOPs are fully implemented all the time with complete co-ordination of head of departments.
- Verification and calibration processes are running smoothly with the coordination of Factory Manager and Quality Manager.
- Coordinate with Quality team and ensure mock recalls, recalls, customer complaints and investigation of the root cause and implementation of appropriate corrective and preventive measures to avoid recurrence is appropriately handled.
- Developing, reviewing and updating the HACCP plans of existing and new products in coordination with Quality Assurance Team.
- Developing and reviewing procedures, records and work instructions relevant to the Food Safety Management System and Quality Management Systems.
- Undertaking various audits to ensure finished products comply with the food safety, GMPs are adhered to during production operations to safe guard product integrity, quality and safety i.e. glass audit and metal detection monitoring are conducted.
- Overseeing the KAIZEN initiatives

**4. Trainings:** Ensure all the trainings are conducted as per systems' calendar of events ie. First Aiders, Fire Marshalls etc.

Undertaking in-house training of staff on issues related to food safety& personnel hygiene

**SUPACOSM PRODUCTS LIMITED**-From May 2012 to April 2018

**Designation:** Quality Assurance Manager.

**Achievements:**

1. Successfully worked acting as a lead Quality Assurer for 6 years in manufacturing of peanut butter, honey & soya products.
2. Saved input waste in the company by 30% within 2years.Introduced use of double sieve wire mesh in sorting of the peanuts to minimize waste creation in production.

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Minimized waste by proposing selling of peanuts casings to customers instead of collecting them as waste.

3. Successfully planned, organized and executed the implementation of Kaizen concept in production, stores (Raw materials and finished goods) and the administration block. Through the assistance of the Japanese trainers, Supacosc director and every staff team

4. Improved quality index from 80% to 86% in 1 year.

5. Successfully trained production staff and supervisors on Food safety, Report writing and GMP's.

**Responsibilities:**

- Overall responsible for governing the product quality and food safety throughout the supply chain.
- Inspect quality of incoming dry goods against approved standards; cartons, labels, jars, closures and security seals.
- Design artworks: Dimensions, material specifications, colour specifications, legislative requirements and verification of barcodes.
- Assure quality at source: Quality Assurance and Control from originators all through to mass production.
- Quality Index: Ensuring Work in Progress complies with all process parameters during packaging to maintain and improve quality index.
- Conducting raw materials, line and outgoing inspection according to specifications & standards.
- Conducting safety meetings
- Performed laboratory tests accurately to ensure improvement of the product.
- Training operators and supervisors as per GMP's to ensure quality.
- Continuously monitored critical control points to maintain their effectiveness against potential hazards.
- Carrying out 5S and Kaizen activities for continuous improvement.
- Preparing reports on quality related matters and disseminate information.
- Handling market complaint, generating reports of findings and implemented action plans for the management review.

**EDUCATIONAL QUALIFICATION**

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- Bachelor of Science in Industrial Chemistry, University of Nairobi, attained second class honours (upper division).
- Diploma in Food Science and Technology, The Kenya Polytechnic University College, attained a mean grade of credit.
- Advanced Certificate in Information and Technology, Intro-Tech Computer College, attained Credit.

**EXTRA- CURRICULAR ACTIVITIES**

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1. Reading

2. Playing Scrabble

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## **REFEREES**

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