

**WEKESA K BEATRICE**  
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### **PERSONAL DETAILS**

Gender: Female  
Date of Birth: 20 June 1987  
Nationality: Kenyan

Personal objective: *To be a leading professional while adding value to the organization and people that I work with and contributing positively to institutional, national and international issues of concern.*

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### **EDUCATIONAL BACKGROUND**

**2006-2010:** Jomo Kenyatta University of Agriculture & Technology  
Bachelor of Science; Food Science & Post-Harvest Technology  
*Attained Second Class Upper Division*

**2001-2005:** Limuru Girls' School  
Kenya Certificate of Secondary education (KCSE)  
*Attained B+ (plus)*

### **WORK EXPERIENCE**

**Aug 2020 – Present**  
**Company: Kenya Bureau of Standards**  
**Position: Senior Quality Assurance Officer**  
**Responsibilities:**

- Visit factories to inspect process and products using statistical quality control techniques and samples products to determine conformance to Kenya standards and approved specifications.
- Prepare factory assessment reports to communicate the findings to the Quality Assurance Manager.
- Prepare recommendation summary reports and submit to the Permit Standardization Committee for approval of standardization mark permits.
- Conduct factory surveillance inspection to ensure continued compliance to the relevant standards.
- Advise client on corrective action plans to be taken in the event of product non-compliance.

- Recommend development of new standards and review of existing standards by writing to the Standards Division.
- Participate in internal quality audits on quality management system and Implement corrective actions for continual improvement.

**June 2018 – Aug 2020**

**Company: Kenya Bureau of Standards**

**Position: Quality Assurance Officer**

**Responsibilities:**

- Visit factories to inspect process and products using statistical quality control techniques and samples products to determine conformance to Kenya standards and approved specifications.
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- Prepare recommendation summary reports and submit to the Permit Standardization Committee for approval of standardization mark permits.
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- Participate in internal quality audits on quality management system and Implement corrective actions for continual improvement.

**Mar 2015 – Jun 2018**

**Company: Kenya Bureau of Standards**

**Position: Assistant Laboratory Analyst**

**Responsibilities:**

- Perform chemical, physical, biological and technical measurements and tests using laboratory equipment as per approved standard operating procedures and prescribed methods.
- Prepare test report by using the Laboratory Information Management System software.
- Maintain equipment using manufacturer's instructions and standard operating procedures.
- Receive samples from sample control centre in preparation for testing work.
- Operate, and adjust laboratory equipment. Understand modes of operation, calibration requirements and theory of operation of testing equipment for purpose of measurements.
- Update inventories of laboratory supplies.
- Ensure safe custody and maintain integrity of test products.
- Review test methods for suitability.
- Prepare and submit individual weekly report.

**Aug 2011 to Apr 2014**

**Company: Innovations for Poverty Action Kenya (IPAK)**

**Position: Research Assistant**

**Responsibilities:**

- Prepare study plans and conduct research experiments; chlorine concentration testing & microbial water quality testing.
- Develop protocols for research trainings, supervising support staff on sample collection and provide training on new research methods.
- Prepare phone-based surveys for data collection using Open Data Kit application.
- Analyse data, prepare progress reports and present final reports to the Project Manager.
- Managing department's equipment and inventory.

***SKILLS AND COMPETENCEIES***

- ❖ ISO 17025 - Laboratory quality management systems implementation
- ❖ ISO 22000:2018 – Food Safety Management System implementation
- ❖ ISO 9001:2015 Internal Quality audit
- ❖ FSSC VERSION 5.1 implementation
- ❖ ISO 9001:2015 - Quality management systems implementation
- ❖ Microsoft Office Suite (WORD, EXCEL, ACCESS, PowerPoint)