

CURRICULUM VITAE

ROBERT MUIRURI GITUKU

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Personal Profile

Nationality: Kenyan.

Religion: Christian.

Date of Birth: 13th March 1991.

Languages: Fluent in English and Kiswahili.

Marital Status: Married.

Professional Profile

A dynamic, highly motivated individual and self-oriented professional in Food Science and Technology. Possesses excellent interpersonal skills and the ability to create the best that is of a requirement to any given organization and attentive to details with a practical approach to problem solving thus enjoys being part of a successful and productive team that thrives in highly pressured and challenging working environments.

Career Objective

To be of an essential and productivity to any given organization thus using my existing skills and experience for further personal and professional development and challenging position that offers growth.

KEY PROFESSIONAL ACHIEVEMENTS.

- Addressed the process losses which lead to increase of black tea outturn one of key performance indicator in sorting area.
- Promoted to Production Supervisor in my first year at Karirana Estates Ltd.
- Through team work, Karirana Estates Ltd produced high quality teas that fetched best prices in Mombasa Tea Auction. In 2021 we were ranked the best third factories among the Tea private companies by the Tea Board of Kenya.
- Thoroughly upheld safety and sanitation policies when handling food and beverages.
- Exuded team work that ensured smooth and coordination.

Education and Professional Qualification

Area of Learning	Provider	Year
Bachelor of Science in Food Science and Technology ,2nd Class Honors, Upper Division	Dedan Kimathi University of Technology	2012- 2015
Kenya Certificate of Secondary Education (KCSE) Grade B+	Kiriti Secondary School	2011
Kenya Certificate of Primary Education (KCPE) 361 out 500 Grade B+	Munyange Primary School	2005

Certifications

- Ecosafe Ltd. Training on Occupational, Health and Safety. 2022
- Bureau Veritas East Africa. Training on Internal Auditing and Food Safety(ISO 2000:2018). 2021
- Ecosafe Ltd .Training on Management and Supervisory Skills Development. 2021
- Cyber Security Awareness Training ,Karirana Estates Ltd. 2021
- Emergency Medical Trainers (EMT). Course in Occupational Safety and Health Act (2007). 2020
- Mitons consultancy Ltd. FSSC 22000:2011 Course in Prerequisite programs on food safety (ISO/TS 22002-1), HACCP in Practice and Food Safety Management Program (ISO 22000:2005 and FSSC

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22000:2011) .2015.

- Certificate in Computer Packages (MS Office applications). Boirad Computer Commercial College .2010

Key Professional Skills and Competencies

- Experienced certificate holder in FSSC 22000:2011 Course in Prerequisite programs on food safety (ISO/TS 22002-1), HACCP in Practice and Food Safety Management Program (ISO 22000:2005 and FSSC 22000:2011)
- Experienced Occupational Safety and Health officer in working area.
- Experienced in Microsoft Dynamics in improving operational efficiency.
- Experienced in performing standardized Qualitative and Quantitative tests to determine properties of Food or Beverage in the Food Processing Industry.
- Expertise in carrying out chemical analysis of consumer products as well as carrying out internal and external quality and safety audits.
- Expertise in Quality and food safety systems establishment, implementation and maintenance within a FMCG and Food Processing Companies as well as giving support and advice to the company on Food Safety and Quality Management system and regulatory requirements for the organization to realizes its ambitious growth plan.
- Ability to prioritize/organize work independently, meet deadlines and work under pressure with minimum supervision and high level of accuracy.
- Team player with strong coordination and leadership skills; able to effectively establish and manage optimal work schedules.
- Experienced in working within an ISO 22000 Certified environment, ISO 9001 (Quality Management Systems), and ISO 18001 (Occupational Health and Safety)

Career Summary and Key Responsibilities

PRODUCTION SUPERVISOR

Karirana Estates Limited 1st July 2021-Present.

Duties and Responsibilities

- To lead a manufacturing shift in production of good quality made tea by overseeing quality Greenleaf reception, withering, cutting, fermenting, drying, sorting, packing and boiler as per the Standard Operating Procedure(SOPs).
- To implement the factory operation policies and procedures to ensure achievement of the desired tea quality.
- Spearhead utilization of machines and the equipment to realize efficiency targets including throughputs ,firewood consumption ,electricity consumption,overall line effectiveness (OLE)and customer turnaround time.
- To ensure optimization of production costs including energy,labor and employees' welfare and other materials to achieve cost of production targets.
- To implement the food safety management systems to comply with ISO 22000:2018 requirements and guarantee safe products.
- To update production and personnel records both manual and in the ERP such as process sheets,staff allocation records,overtime record ,daily production ,packing and dispatch

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registers and circulate the necessary reports to the Factory management.

- Enforce the health and the safety standards ,policies and procedures to guarantee a safe working environment.

PRODUCTION TEAM LEADER

Karirana Estates Limited 15th February 2021 –30th June 2021.

Duties and Responsibilities

- To lead a manufacturing shift in production of good quality made tea by overseeing quality Greenleaf reception ,withering,cutting,fermenting,drying, sorting,packing and boilers as per S.O.Ps
- To implement the factory operation policies and procudures to ensure achievement of the desired tea quality.
- To ensures optimization of production costs including energy,labour and employees' welfare and other materials to achieve cost of production targets.
- Implement the food safety management systems to comply with ISO 22000:2018 requirements and guarantee safe products.
- Enforce the health and safety standards, policies and procedures to guarantee a safe working environment.
- To update the production and personnel records.

LEAF COUNT CLERK

Kanyenya-ini Tea Factory January 2019-February 2021

Duties and Responsibilities

- Checked if the leaf was properly arranged in the bags,and reported to managements if not.
- Checked if the green leaf-transporting vehicles had carried up to its capacity,and reported to management if it was overloaded.
- Checked if the leaf was free of any contaminants.
- Ensured that representative samples were collected before bulking.
- Carried out leaf counting as per the Standard Operating Procedure and took action as per the Company Green Leaf Standards Policy.
- Weighed, recorded and disposed of any waste generated in the waste bins provided.
- Ensuresd at all times that no foodstuffs were consumed in the section as this would be source of product contamination.
- Kept up to date records as laid out in the Green leaf Policy and any other required by management.
- Communicated to the management promptly on any issues arising at the section.

CONTENT SUPERVISOR

Kenya National Bureau of Statistics

24 August – 31 August 2019

Duties and Responsibilities

- Trained all the Enumerators under their supervision.
- Ensured that all materials and equipment required (mobile devices and accessories) for training the Enumerators and Enumeration were in place.
- Assigned Enumeration areas to the Enumerators under their supervision.
- Liaised with the village Elder, Assistant chief for identification of special population group's i.e. in institutions, hotels/lodges, travelers, out-door sleepers among others in the supervision areas.

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- Undertook census enumeration in the resampled households.
- Kept records for Enumerators assigned to supervise.
- Ensured that everybody in the enumeration area was enumerated.
- Submitted all equipment and questionnaires to the assigned officer.

ONLINE QUALITY CONTROLLER

Highlands Mineral Water Ltd

June 2017 - Dec.2018.

Duties and Responsibilities

- Ensured that all products were produced within Food Hygiene, Safety and Legal requirements, as well as meeting customer product specifications.
- Effectively delivered Quality Assurance services.
- Participated in creating awareness, quality assurance in laboratory testing, implementation of all ISO Standards i.e. ISO 9001:2008,EMS,OHSA 1800:2007, SAP and FSSC 22000 : 2011.
- Completed scheduled quality inspections,sample collections on the production line and ensured that all products meet the required standard as defined.
- Ensured Online quality control in all values streams consumer, division, check on good manufacturing practices (GMP).
- Stabilised critical control points and others necessities parameters defined.
- Ensured adherence of set standard operating procedures (SOPS).
- Maintained 5s in production area.
- Checked hygiene of staffs, plant and machines.
- Prepared Daily, weekly and monthly reports submitted to the quality assurance manager.

VOLUNTEER - ONLINE QUALITY CONTROLLER.

Highlands Mineral Water Ltd

Dec 2016- June 2017.

Duties and Responsibilities

- Ensured online quality control in all value streams consumer division, check on good manufacturing practices (GMP)
- Assisted in overseeing the day to day adherence to food quality and safety practices within the factory.
- Assisted the Quality Officer in managing quality and Food safety through following set processes while ensured adherence to good manufacturing practices (GMP), food safety, Safe Quality Food (SQF) standards and product quality standards.
- Inspected and approved incoming raw materials before use in production.
- Conducted internal housekeeping and Good Manufacturing Practice (GMP) audits throughout the factories, in order to maintain the standards required.
- Carried out Hygiene Inspections as per laid down cleaning schedules in order to implement GMP and HACCP to ensured production of Safe Products.
- Completed scheduled quality inspections and sample collections on the production line ensuring that all products met the required standard as defined.
- Conducted tests on finished products and ensured all deviations are identified and corrective actions implemented as per the company requirement

EXTERNAL INDUSTRIAL ATTACHMENT.

Gathuthi Tea Factory

March 2015 -May 2015.

Duties and Responsibilities

- Ensured withering of Green Leaf, Rotarvane/CTC.

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- Collected and analyzed samples in the Laboratory and kept accurate documentation and performed statistical analysis.
- Ensured physical, chemical and sensory analysis of various products
- Ensured adherence to health and safety guidelines as well as legal obligations.
- Ensured fermentation and drying of Tea.
- Ensured tea tasting and checking tea quality.
- Graded Tea into different grades
- Ensured tea packed to the set standards.
- Adhered to Quality standards along with Quality inspection, auditing and testing experience.

REFEREES

Please feel free to contact the under mentioned in regard to my competence, work ethic and performance.

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