**CURRICULUM VITAE**

Proposed position: Consultant

Name of firm: AMC Group Africa Limited

Name of staff: Patrick Mwancha

Profession: Training/Consultancy

Date of Birth: 05.03.1993

Years with Firm: Nine years

Nationality: Kenyan.

**Membership in Professional Societies**

* Mediation Training Institute International (MTI) East Africa.

**Key Qualifications**

* Team Building Consultant/Trainer
* Certified Professional Mediator
* Trained ISO 9001:2015 Lead Auditor
* Trained ISO 9001:2015 Implementer
* Trained ISO 9001:2015 Internal Auditor

**EDUCATION BACKGROUND**

February 2017– Present Advocates Training Programme – Pending Kenya School of Law, Nairobi, Kenya

2011 - 2016 Bachelor of Laws (LLB) Second Class Honours, Upper Division The Catholic University of Eastern Africa, Nairobi, Kenya

2007 - 2010 Kenya Certificate of Secondary Education Lenana School, Nairobi, Kenya

1999 - 2006 Kenya Certificate of primary Education Nairobi River Primary School, Nairobi, Kenya

**PROFESSIONAL EXPERIENCE/EMPLOYMENT RECORD**

**2016 – Present:** **Legal and Marketing Director: Apex Management Systems - Consultants Limited, Nairobi, Kenya**

**Responsibilities:**

* Strategy development
* Provide expert and strategic legal advice to the CEO.
* Developing solutions that eliminate or mitigate risk
* Develop and implement the marketing and brand strategy
* Efficient management of resources (Stewardship)
* Providing support in development and implementation of the corporate strategy
* Product development and packaging
* Developing customer relations programs#

**Achievements:**

* Development and launch of new reporting mechanisms which increased office efficiency.
* Developed and Implemented the company’s corporate marketing strategy
* Drafted and prepared the company’s Welfare Constitution.

**2016 – Present: Member of the Occupational Safety and Health Committee**

**Apex Management Systems-Consultants Limited, Nairobi, Kenya**

**Responsibility**

* Conducting safety and health inspections
* Identify occupational hazards and cases of ill health among workers at the workplace and making appropriate recommendations to the occupier
* Compiling statistics of accidents, dangerous occurrences and cases of ill health as primary data for providing remedial measures, planning and allocation of resources
* Establishing effective communication channels on matters of health and safety between the management and the workers

**2015 – Present: Deputy Management Representative - Apex Management Systems-Consultants Limited, Nairobi, Kenya**

**Responsibilities:**

* Ensure Quality Management Systems (QMS) are established, implemented and maintained.
* Ensure all company policies, procedures, and work instructions are documented in a clear, simple and concise manner
* Ensure that everyone in the organisation is aware of customer requirements
* Report to top management on the QMS performance and where improvements are needed
* Conduct safety, quality and environmental system compliance audits
* Support development of QMS procedures

**Achievements**

* Successful review of departmental procedures.
* Initiated the transition process to the new ISO 9001:2015 Quality Management Systems Standard.

**2013 – Present: Head Consultant – Team Building: Apex Management System – Consultants Limited, Nairobi, Kenya**

**Responsibilities:**

* Training and Consultancy
* Developing and updating training manuals and materials
* Preparing training reports
* Providing the C.E.O with expert / technical advice on implementation of training and consultancy assignments

**Achievements:**

* Developed team building activities that helped us to highlight salient features of group dynamics

**2014 – 2016: Marketing Director**

**Apex Management Systems-Consultants Limited, Nairobi, Kenya**

**Responsibilities**

* Develop and implement the marketing and brand strategy
* Efficient management of resources (Stewardship)
* Providing support in development and implementation of the company’s strategic plan
* Product development and packaging
* Developing customer relations programs
* Carrying out market research to ensure product success

**Achievements**

* Developed a digital marketing strategy
* Trained the marketing team which led to an increase in sales

**2011 - 2014 Brand Manager: Apex Management Systems-Consultants Limited, Nairobi, Kenya**

**Responsibilities:**

* + Developing and implementing the corporate brand strategy
  + Championing the brand internally
  + Developing all marketing materials

**Achievements:**

* + Guided the company through a complete rebranding
  + Developed the corporate brand guidelines

**2011 - 2013 Coordinator of A2C: Alliance of Tomorrow’s Chief Executive Officers (A2C): Apex Management Systems - Consultants Limited, Nairobi, Kenya**

**Responsibilities:**

* + Growing the membership of A2C
  + Developing and implementing the A2C Brand Strategy
  + Organising all A2C events

**Achievements:**

* **Managed to grow the A2C membership by over 60%**
* **2010 - 2011 Administrative Assistant**
* **Apex Management Systems - Consultants Limited, Nairobi, Kenya**

**Responsibilities:**

* + Maintain supplies inventory
  + Follow up with staff to ensure implementation of decisions of staff and management meetings
  + Fuel and oversee tracking and repair of apex vehicles
  + Assisting the Human Resource Manager

**Achievements:**

* + Developed and implemented new forms for record keeping that simplified the work of the Human Resource Manager
* 2010 - 2011 Interim Secretary of the Staff Sacco.
* Apex Management Systems - Consultants Limited, Nairobi, Kenya
* Responsibilities:
  + Keeping a record of all Sacco correspondence with members
  + Taking minutes at all Sacco and Sacco management meetings

**The companies involved in are as follows:**

1. National Industrial Training Authority: Inception Meeting based on ISO 9001:2015
2. National Government Constituencies Development Fund Board: Inception Meeting based on ISO 9001:2015
3. Anti-Doping Agency of Kenya: Trainings/Consultancy based on ISO 9001:2015.
4. National Hospital Insurance Fund: Documentation Review based on ISO 9001:2015.
5. Sogea Satom Kenya: Integrated Management System Documentation Review based on ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018.
6. BH Capital Team Building
7. Privatisation Team Building
8. Kimisitu Sacco Team Building

**TRAINING**

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| May, 2017 | Requirements for Certification as a Professional Mediator – Mediation Training Institute International, U.S.A. |
| April, 2016 | Occupational Safety and Health - The International Safety Training Centre. |
| April, 2016: | Course Assessment and Examination for the ISO 9001:2015 Internal Quality Auditors Training According to ISO 19011:2011 Standard - Apex Training Centre, Nairobi |
| January, 2016 | Implementers Training According to ISO 9001:2015 Standard - Apex Training Centre, Nairobi. |
| January, 2016 | Introduction to ISO 9001:2015 Quality Management Systems - Apex Training Centre, Nairobi. |
| August, 2014-April, 2015 | Completed Peer Counselling Training Program – Catholic University of Eastern Africa. |
| November, 2014 | Ultimate Success Seminar on Purpose, Success and Entrepreneurship - The Catholic University of Eastern Africa |
| September, 2014 | Development and Implementation of a Project Based Communication strategy - Apex Training Centre – Nairobi. |
| September, 2014 | UTZ Certified Training for Certification Bodies – UTZ Certified |
| July, 2013 | Implementers Training Based on the ISO/IEC 17065:2012 Standard, Conformity Assessment Requirements for Bodies Certifying Products, Processes and Services - Apex Training Centre – Nairobi. |
| March, 2013: | The Art of Investment Conference - The Catholic University of Eastern Africa. |
| February, 2013 | Purposeful Leadership - Leader Development Group. |
| December, 2012 | Africa Youth Conference on the Post-2015 Development Agenda - UN Gigiri Nairobi, Kenya. |
| February 2012 | National Leadership Workshop - The Catholic University of Eastern Africa. |
| November 2011 | Business Training Workshop for Young Entrepreneurs - Christian Student Leadership Centre. |
| March – June 2011 | Java Programming Language - Makini College. |
| April 2011 | Life Skills Training - Rift Valley Technical Training Institute, Eldoret. |

**HOBBIES AND INTERRESTS**

Reading, socializing, travelling and debating

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