### Benson Namwiba Passport Size Photo 29-03-2018

### **CURRICULUM VITAE**

###### FOR

###### NAMWIBA Z. BENSON

###### (BSc, MSc)

***(A seasoned Chemist with a vast experience in Shoe Manufacturing Systems at International Levels)***

# PERSONAL DATA

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Birth** | July 25, 1977 | **Sex** | Male |
| **Language** | English, Swahili | **Marital Status** | Married |
| **Address** | P.O Box 55440-00200 Nairobi | **Religion** | Christian |
| **Mobile** | +254 721314431 | **Residence** | Nairobi |
| **E-Mail** | bnamwiba@gmail.Com |  |  |

## Professional Summary

Results-driven and dedicated with wide-ranging experience in Quality, Research & Development, Planning and Leading operations involving manufacturing environments. Track record devising, evaluating, and implementing continuous process improvements to minimize waste and reduce costs while maximizing quality and yield. Establishing effective quality control and safety programs, encouraging proactive participation across the manufacturing floor. Excellent communicator; success building cohesive teams focused on production goals, safety, and throughput.

* Met or exceeded production demands and customer expectations by improving productivity and quality levels;
* Directed, developed and approved manufacturing methods and standards
* Planned sequence of operation and procedures for direct manufacturing
* Insured all products were manufactured to the highest quality
* Coordinated marketing requirements with production schedules to meet sales forecasts

## Core Qualifications

* Sound understanding of integrated manufacturing systems
* Deep knowledge of inventory tracking procedures
* Adept at preparing basic budgets and expense reports
* Ability to ensure the timely stocking of materials and products
* Strong third-party vendor negotiation abilities
* Diverse communications and organizational skills

## Areas of Expertise

* Day to day running of a manufacturing factory
* Procurement and Inventory management
* Factory SOP’s formulating
* Kaizen standards and systems development
* Health and Safety management
* Quality management systems
* KPI’s development and monitoring
* Staff performance evaluation and management
* Targets setting and continuous improvement measurement
* Budget Preparation and financial management
* Computer literate
* Regulatory Compliance
* P&L Accountability
* Just-in-Time (JIT) Production
* Policy / Procedure Development
* Team Building & Training
* Resource Allocation
* Cost Reduction / Avoidance

## ****Career Objective****

To be Results-driven quality and factory manager who employs leadership characteristics to motivate a team to maintain production and quality standards, Adept at production and stocking protocols coupled with a solid manufacturing background.

# 2.0 EDUCATION BACKGROUND

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Institution** | **Course** | **Award** |
| **2002-2005** | University of Nairobi | Master of Science | Master of Science Degree in Science |
| **1998-2001** | Jomo Kenyatta University of Agriculture and Technology | Bachelor of Science in Science: - Chemistry Major | Bachelor of Science Degree in Science |
| **1993-1996** | Secondary School | Kenya Certificate of Secondary Examination | Kenya Certificate of Secondary Examination Certificate |
| **1984-1992** | Primary school | Kenya Certificate of Primary Examination. | Kenya Certificate of Primary Examination Certificate |

# 3.0 WORK EXPERIENCE

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Organization** | **Title /Role/Function** | **Responsibilities** |
| July 2006- 2019 | **Bata Shoe Company (K) Limited** | The Chief Chemist, Trainer and EHS Manager | * Management of Laboratory activities that includes; monitoring of quality standards of raw materials and finished * In charge of development and innovation of new products to match current market needs and trends * In charge of quality assurance policies/structure formulation and implementation * In charge of process standardization and control in the factories. * In charge of quality and other management systems in accordance to ISO 9000 series requirements. * In charge of safety health and environment that includes several other management systems as per ISO 1400 series practices. * Taking part in recruitment, training and development of junior technical employees |
| **Plastics Compounding Factory Manager**  **Reporting to:** General Production Manager  **Direct reports**: Production Foremen, Maintenance Foreman, Quality Manager, Stores and Inventory Foreman and Environmental Health and Safety Officer. | * Plan, organize and coordinate day to day operations of the whole factory. * Responsible for production output, Quality of products, Maintenance of all the factory machines and equipment, Inventory control and Health and safety. * Formulate SOP’s and work instruction for all the functions within the factory * Participate in the recruitment of the factory personnel * Continuously improve productivity and efficiency of the factory to ensure organizational seasonal targets are achieved. * Approve the procurement of spare parts of the machines. * Preparation of the factory budget |
| Research and Development Manager, Quality , Health and Safety Officer | * Managing all administrative functions within the laboratory to ensure the results sought quality, research and development are achieved. * Managing personnel matters of staff in order to maintain a high performing and motivated workforce in the laboratory. * Complying with relevant legislation to ensure a safe and healthy working environment. Identifying, developing and implementing opportunities to consistently improve or refine operations performance (including product quality). * Operating with external environment within the following legal requirements and personal responsibility to adhere to the application of the occupational health and safety act within the environment health & safety principles in production. * Budgeting for and managing all the functions regarding research and development, co-ordinate and control all training activities in the laboratory |
| Oct 02-Nov 04 | University of Nairobi, African Institute for Capacity Development (AICAD) | Laboratory Technologist-, Researcher and MSc study | Supervising sample and data collection and Lab analysis  * Project implementation and monitoring, * Data analysis and interpretation * Publication of research finding |
| Dec 2001-May 2002 | Delmonte Kenya Limited | Industrial training | Sample (soil water and plant materials) and data collection  * Analysis of plant and soil samples such as AAS and FP * Data analysis and interpretation |

# 4.0 OTHER QUALIFICATIONS

|  |  |  |
| --- | --- | --- |
| **Time** | **Award** | **Subjects** |
| **June 2016** | Six Sigma  **Quanzhou-China** | * Customer satisfaction and how to handle complaints * Regular improvements and continuous breakthroughs * Brainstorming * What drives a business’s performance? * Design concepts of Six Stigma methodology * Financial analysis as a facilitator of process improvements * Collecting and using data accurately and efficiently * Prevention analysis * Statistical Process Control * Principles of robust product and process design * Operational Methods * Fault Tree Analysis * Features of Standardization |
| **May 2016** | PTAK-Professional Trainer Certificate  **Nairobi Kenya** | *What makes a Good Trainer*   * Introductory presentation: Assessing your delivery skills * Characteristics of an Effective Trainer * Elements of a successful training program * Common Errors in Training   *Tuning Your Facilitation Skills*   * The Art of Facilitation * Developing your training style * Tuning your presentation skills * Planning and preparing your training session * Focusing your energy on the training session * Overcoming Nervousness   *Creating a relaxing and interactive training environment*   * Your Role as an Effective Communicator * Using non-verbal communication and effective body language * Setting the climate – Icebreakers * Managing the Question and Answer Period * Dealing with Difficult Trainees * Handling Difficult Situations when delivering training   *Using Training Aides Effectively*   * Using Visual Aids effectively * Selecting suitable audio-visual tools * Practicing the use of case studies in training: Cassettes, short cases and Harvard-style long cases * Practicing the use of role plays in training * Using in-class hands-on exercises, self-assessments and surveys |
| **August 2015** | Management and leadership Skills Training  **Purwakarta-Indonesia** | * Refresh on ‘Learning To Learn’. * Feedback, how to give and received feedback. * Using the situational leadership model. * Creating a vision for a team and getting buy-in. * Understanding self and others much better using the Myers-Briggs Type indicator (MBTI). * What makes great leaders and what doesn’t? * Dealing with tough conversations. * Understanding influencing and how to improve it. * Improving delegation skills. * Identifying what motivates people and how to capitalise on that knowledge. * Creating very clear messages that a team needs to hear |
| **April 2009** | Certificate in information Technology  University of Nairobi | Introduction to Computers, spreadsheets, MS Excel, Data bases Access,  Word processing MS word and desktop publishing  Programming (Languages java, visual basic, system programming using  UNIX scripts and perl.)  Networking (Networking Essentials and Network design and set-up)  Operating systems and system Administration (Windows) |
| **March 2009** | Occupational Health and Safety course-DOHSS/FKE | Safety Behaviour and OHS Policies &Programs  Workplace Wellness & Health Promotion  Legislative Framework and Workers’ Compensation  Hazard Recognition & Assessment Analysis & Risk Assessments  Hazard Control and Accident Investigation  Emergency Response & Preparedness  Employers responsibilities and obligations  Employees responsibilities and obligations  VDU Assessments and Manual Handling  Ergonomics, OH&S Performance Measurement, Analysis and Improvement  OH&S Audits and Audit Planning  Conducting Health, Safety & Welfare Audits  Auditor Responsibilities and Preparing Audit Reports |
| May 2008 | Finance for Non-Finance Managers course | Finance Jargon Busting: Common Business Terms  The Income Statement: Understanding a P& L Account  A Balance Sheet Discovered and Defined  Understanding Budget Sheets  Cash Flow Forecasting – how and why  Financial Analysing Tools – Simple Ratios  Identifying Financial Needs and Available Resources  Financial Planning  Financial Reporting with MS Office |
| February 2008 | Supervisory skills development course | Role of a supervisor  Management conceits and principles  Supervisory process  Communication and interpersonal skills  Motivation and productivity improvement  Discipline and disciplinary procedures |
| December 2007 | Working for Results course | Marketing (Research, analysis, price, distribution, promotion competition  Production (Plant capacity, costs and inventory control)  Finance (Cash flow investments source of funds profitability)  General Management (Cost strength team work) |
| April 2007 | Safety, Health and Environment Course | Safety in industry; laws and regulations  Safety and risk management  Environmental reviews and policies formulation.  Environmental action plan and responsibilities  Environmental management system formulations and checklists |
| March 2007 | Production Management Course | Efficiency and costing systems in production  Production planning and freeze  Environmental management  Quality management systems  Manufacturing technology |

# Professional Membership

|  |  |
| --- | --- |
|  | 1. Technical Committees Kenya Bureau of Standards-Member  * Consumer goods and products * Leather and Leather products * Rubber and Rubber products * Environmental management * East Africa Community Standards Group  1. Professional Trainers Association of Kenya –Member 2. Natural Products Research for Eastern and central Africa (NAPRECA)-Member 3. Occupational Health and Safety Association of Kenya-Member 4. Environment Institute of Kenya-Member |

# awards

|  |  |
| --- | --- |
| **Academic awards** | Full University of Nairobi scholarship to pursue a Master of Science degree out of excellence.  Full research grant by the African Institute for capacity development to conduct a research in the marginalized Masai region of Kenya. |
| **Special Awards** | Honesty & Smartness -High school  Best all Round student (leadership and academic)-High school |
| **Voluntary Activities** | Environmental awareness campaigns  Teaching youths and peer group counselling |

# Publications

|  |  |
| --- | --- |
| **Year** | **Title** |
| **2004** | Characterization by of interspecific variation in micronutrient density in germplasm of selected indigenous vegetables, cereals and fruits African Journal of Food and Technology Vol. 4 pp23-26 |
| 2004 | Trace element analysis of water in Nairobi River and environs. MSc Thesis University of Nairobi |
| **2005** | Characterization of germplasm of selected medicinal herbs used in the Masai region of Kenya as suitable sources of disease remedies AICAD publication Vol 3 |
| **2010** | Break through series –Moran Publishers |
| **2011** | Password Chemistry –Moran Publishers |

# STRENGTHS, SKILLS, and hobbies

|  |  |
| --- | --- |
| Strengths | My real strength is my attention to detail and problem focus. I pride myself on my reputation for meeting deadlines. When I commit to doing something, I make sure it gets done, and on time. My other strengths include self-motivation, initiative, the ability to work in a team and a willingness to work long hours, loyalty, reliability, integrity, promptness and self-confidence. |
| Skills | * Experience in copyediting articles, manuscripts, and web materials * Excellent language skills and expertise in building sentences with correct grammar * Outstanding knowledge of publishing procedures and coordinating printing * Holds wide knowledge on diverse subjects and research * Matured, professional, and honest in giving suggestions and feedback * Proficient in HTML, XML, Photoshop, Illustrator, and MS Office suite * Skilled in interacting with authors via telephone, mails, and in person |
| Interests and hobbies | * Playing tennis * Reading * Helping others bring what is best in themselves through guidance and counselling |

# REFEREES

|  |  |  |
| --- | --- | --- |
| **Mr. Peter Giathi**  Human Resource Manager  Bata Shoe Company Limited  P.O. Box 23-00217  Nairobi  **Cell: 0722362386**  E-mail: peter.giathi@bata.com | **Mr. Michael Rutto**  Costing Efficiency and Quality Manager  Bata Shoe Company Limited  P.O. Box 23-00217  Nairobi  **Cell: 0720796047**  E-mail: michael.rutto@bata.com | **Mr. Samson Ombok**  Standards Director  Kenya Bureau of Standards  P.O Box 54974-00200  Nairobi  **Cell 072029771**  E-mail: omboks@kebs.org |



18 April 2019

**Namwiba Benson**

ID. /No. 20029415 Date Signature