#### JOSEPHINE M. MIRING’U

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**Career Goal**

To contribute in the provision of excellent and competitive services as part of a dynamic and progressive team which solves community needs leading to a better society.

**Skill Profile**

* A certified Lead auditor, ISO standards.
* Full Member of the National Quality Institute (NQI-KEBS) Member of ISO.
* Research and proposal writing Supervisor
* Proficiency in Analytical skills
* A Certified KEBS Trainer of trainers (TOT), implementer ISO 9001:2015
* Experienced in Curriculum development and review
* Trainer of Monitoring and Evaluation
* OSH Champion

**CURRENT ASSIGNMENT:**

#### Quality Assurance, & Standards Officer (QASO)–Outspan Medical College - May 2014 upto date

* As the Chair to the Quality Assurance & Standards Committee I guide the periodic review of the institutional Procedure manuals.
* Manage multiple Quality Improvement teams, assigned responsibilities and trained new employees
* Coordinate the Curriculum related stakeholder workshops that have formed the basis for development/review of our curriculums
* Represent our College in the DHSQAR,CUE,TVET and Health Professionals Regulatory Bodies Meeting hosted by Ministry of health sponsored by Intrahealth International
* Play the quality advisory role to the Executive Management Team - Outspan Medical College
* Developed data collection, evaluation and needs assessment tools on clinical placements, teaching and employee satisfaction.
* Collect, analyze, present findings from the client feedback.
* Present clear and concise reports on client feedback
* Drafting, interpreting, implementing policies and procedures
* Evaluation of adequacy of quality assurance policies and procedures
* Conducting and documenting internal audits, investigation of customer complaints, nonconformance issues and other quality assurance activities.
* Responsible for entrenching a culture of quality amongst all staff.
* Identification of training needs and organizing training interventions to meet the quality standards.
* Secretary to the OMC Occupation Health and Safety Commitee

**Other Work Experiences**

**Quality control analyst –Sphinx Pharmaceuticals**

October 2011 – June 2013

Responsibilities

* Providing **adept information /analytical results,** leading to sound decisions on the approval or rejection of raw materials, packaging materials intermediate bulk and finished products.
* Carrying out health and safety risk assessment and implementation of safety procedures
* Effectively implementing all approved procedures of sampling ,specifications analysis and reporting for all samples
* Participating in validation of quality control procedures and calibration of equipment and maintenance of their records.
* Interpretation and implementation of information in material safety data sheets.
* Ensuring compliance to the general laboratory safety procedures such as safe chemical preparation and disposal ,use of appropriate personal protective equipment

**SALES ANALYST/ ADMINISTRATOR**-**Melvin Marsh International (Flavored tea packaging)**

#### March 2009 -2010

#### Key Responsibilities and Accountabilities

#### Analysis and interpretation of sales data and information that aids in prompt and effective decision making

#### Tele selling

#### Monitoring of retail sales representatives performance to ensure they achieve set targets and operate within set guide lines

#### In charge of sales department training

#### Managing the sales forecasting process that seeks to achieve sales objective, proper product mix and eliminates out of stocks /over stock /obsolescence

#### Minimization of operating costs by controlling the selling costs ensure orders are delivered on time and customer complaints are addressed to promptly

**Education profile**

* MSc (Occupational Health And Safety)JKUAT expected completion date December 2019
* 2016 to 2017Advanced Diploma in Technical Education ,KTTC
* 2004 to 2008, BSc. (Biochemistry), Kenyatta University Second class
* 2003 to 2005, CPA Part II, Rware College of Accounts PASSED
* 1999 to 2002, Bishop Gatimu Ngandu Girls High School B+

#### Award

* **Presidential Award Scheme Silver Standard** -Comprises of activities that strengthen teamwork, endurance, skill development, physical fitness and participation in community service

**Involvement in Voluntary activities**

* Head of Department -Children’s Church- Citam Nyeri (2018)
* Missions & outreach Coordinator Children’s Church -Citam Thika Road (2011 upto 2017 )
* Medical promotion activities at Outspan Hospital

**Hobbies**

Problem solving, Traveling, Community service, Enjoy meeting new people, ideas and cultures

**REFERENCES**

Christian Mshila

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Regal Pharmaceuticals

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