**CURRICULUM VITAE**

****

**MR.ISAAC MUUO MAITHA**

**P.O. BOX 29053-00625 NAIROBI.MOBILE NO.0722588617/0733588617**

**E-mail:** [**imaitha@uonbi.ac.ke**](mailto:imaitha@uonbi.ac.ke) **or [imaitha@yahoo.com](mailto:imaitha@yahoo.com)**

**PROFILE:** I am a Food Technologist committed to the highest standards of

Quality, Efficiency, Competency and Integrity.

**CAREER OBJECTIVE:** To diligently advance my knowledge and skills in Food Science and

Technology. I aspire to make a difference by utilizing the knowledge

and experience in designing, improving,managing Food

Manufacturing processes

**SUMMARY OF QUALIFICATIONS:**

* Msc.Food Science and Technology(Awaiting Graduation)
* Bachelor of Technology in Food Science and Technology
  + - * + National diploma course in Food Technology
        + ISO 14001 :EMS Training
        + Certificate in Performance enhancement and Team building
        + ISO 22000:2005 Team Leader
        + Certificate in ISO 22000 Awareness and internal Audits
        + Certificate in Occupational health and safety
        + Certificate in Health and safety
        + Hazard analysis critical control Points (HACCP) training
        + Basic principles of Hygiene and safety training
        + Certificate in ISO 9001-2000 training & hygiene in the work place
        + Quick learner ,Fluent in Oral and written English, Kiswahili
        + Excellent computer and presentation skills
        + Responsible,trustworth,hardworking result oriented team player with excellent leadership skills

**PERSONAL DETAILS**

NATIONAL ID. NO : 20676415

DATE OF BIRTH : August 12, 1978

PLACE OF BIRTH : Makueni County

MARIRAL STATUS : Married

RELIGION : Christian

SEX : Male

LANGUAGES : English, Kiswahili, Kikamba (Fluent spoken and written)

**EDUCATIONAL BACKGROUND**

***UNIVERSITY EDUCATION***

**Graduate** : University of Nairobi

(Sept 2016 –August 2019) : Msc.Food Science and Technology

**Undergraduate** : The Technical university of Kenya

(Sept 2013-Dec.2015) : Bachelor of Technology in Food Science and Technology

***COLLEGE EDUCATION* :** The Kenya Polytechnic University College

(Sept 1998-Nov.2000) : National Diploma in Food Technology

***SECONDARY EDUCATION*** : Makueni Boys High School

**(**Feb 1993-Nov 1996) : Kenya certificate of secondary Education (K C S E )

***PRIMARY EDUCATION*** : Kathungu Primary School

Award : Kenya certificate of Primary Education (K CP E)

***RESPONSIBILITIES;***

* Member of Kenya Polytechnic Peer educators club
* Class representative and member of Christian Union (Kenya Polytechnic )
* Member of Debate club and presidential Awards scheme-Makueni Boys’ School
* School prefect –Kathungu primary school

**PROFESSIONAL TRAININGS.**

2016-2019 : Msc.Food Science and Technology

2013-2015 : Bachelor of Technology in Food Science and Technology

2013, June : Performance enhancement and Team building training.

2011, May : ISO 22000:2005 Food Safety Management system and Internal audits training.

2011 ,March : Occupational health and safety training by new sonic quality inspectors

2005 ,Nov. : Health and safety training at Mini-bakeries ltd.

2003,Oct. : Hazard analysis critical control Points (HACCP) training

2003,July : Basic principles of Hygiene training

2002,Aug. : ISO 9001-2000 Training & Hygiene in the work place course

1998-2000 : National diploma course in Food Technology

**WORK EXPERIENCE:**

**JANUARY, 2017 UP TO DATE:-SENIOR TECHNOLOGIST-University of Nairobi, Department**

**of Food Science**

***Duties and Responsibilities;***

* Organizing and preparing students practical’s
* Participate in students practical’s
* Participate in checking the quality, production and maintenance of milk and meat products.
* Participate in maintaining proper records of Pilot plant transactions.
* Assist in duty allocations and supervision of pilot plant staff.
* Supervision and participation in sales and marketing of the pilot plant products
* Reconciling daily accounts for inside and outside sales.
* Remitting records of cash /revenue to Bursar and Audit office.
* Recouping and managing pilot plant petty cash.
* Ensuring high standards of hygiene and safety are maintained in the pilot plant
* Managing pilot plant production and sales operations.
* Training and or orienting students on attachment, visiting schools, colleges on the pilot plant operations.

**JUNE 2012 – Dec 2016:-TECHNOLOGIST-University Of Nairobi, Department Of Food Science**

***Duties and Responsibilities;***

* Participate in students practical’s
* Participate in checking the quality, production and maintenance of milk and meat products.
* Participate in maintaining proper records of Pilot plant transactions.
* Participate in sales and marketing of the pilot plant products, inside and outside the college – CAVS.
* Reconciling daily accounts for inside and outside sales.
* Remitting cash /revenue to cashier CAVS and the records to Audit office.
* Recouping and managing pilot plant petty cash.
* Ensuring high standards of hygiene and safety are maintained in the pilot plant
* Managing pilot plant production and sales operations.
* Training and or orienting students on attachment, visiting schools, colleges on the pilot plant operations.

**JULY 2010 TO MAY 2012:-PRODUCTION MANAGER**-**Melvin Marsh international ltd.**

***Duties and Responsibilities;***

* To ensure the company produces consistent quality products and timely deliveries while making sure that the costs are controlled.
* Production planning, cost control and forecasting; Approving and ensuring strict implementation of instructions relating to production.
* Ensuring production targets are achieved. Doing yield reconciliations, waste and yield analysis Raw & packing material planning and scheduling.
* Improving manufacturing efficiency by ensuring the work flow is smooth and good house keeping is maintained.
* To ensure the maintenance schedules are implemented so as to minimize production operations disruption; oversee the mechanical Engineer on any new equipment installations and plant repairs.
* To assure product and process quality by designing process capabilities, establishing standards, and confirming manufacturing processes.
* Chairman-Health and safety committee. Responsible for safety of workers.
* Provides production information for decision making, by calculating production, labor, material costs, reviewing production schedules and estimating future requirements.
* Prepares product and process reports by collecting, Analyzing and summarizing information trends. Evaluating manufacturing process.
* Recommend to the Managing Director ways to improve production methods to help the company improve its profit.Incharge of the factory security.
* Ensuring timely ordering and receipt of packaging and high quality raw materials; source for new suppliers, appraise and seek approvals.Continuosly monitoring re-order quantities and re-order levels.
* Ensuring minimal variations of raw materials and packaging material stocks; maintaining production records for accuracy.
* Dealing with printers in originating, developing and approving new designs in consultation with the Directors, printing and ensuring quality consistency of the packaging materials.
* Ensuring full compliance with the government regulation. Dealing with visit.
* Maintain good staff relations, developing and regular appraising and reviewing them.
* Team Leader of ISO-22000-2005 Food Safety Management system; Ensuring the system is established, implemented and updated; Managing the Food safety team, organizing its work and training; Taking corrective actions whenever non-conformities are detected.

**SEPTEMBER 2005 to JUNE 2010 – BRANCH MANAGER – Mini Bakeries Limited**

***Duties and responsibilities;***

* Handling the Administration of the Branch: Raw materials and finished products control and rotation. Taking daily stock of finished products, raw materials, and crates; and maintaining proper records of the same.
* Ensuring all daily Realizations is recorded in the cash flow
* Ensuring all the branch activities including production meet the legal and statutory requirements, obtaining all licenses and ensuring they are available as required by the law. Making sure all the employees have and update food handler’s medical certificates as required.
* Ensuring appropriate use, maintenance and service of all machinery and Branch vehicles
* Dealing with timely supply of power, security, water, telephone and sewer system
* Dealing with government officials and visitors
* Chairman – Health and safety committee
* Handling safety and hygiene matters; including good house keeping
* Ensuring adequacy of staff resources
* Management of all Branch staff by ensuring overall discipline and monitoring their performance
* Keeping daily mast rolls, scheduling annual leaves and time off for staff
* Controlling labor costs
* Training the Bakery staff on competence awareness and contribution towards achieving quality objectives.
* Coordination of all branch manufacturing activities :-
  + -Ensuring availability of raw materials, sampling and making sure they are of good quality
  + Monitoring the manufacturing processes and making sure they are within the set standards
  + Organizing , coordinating and managing daily production work flows
  + Ensuring all outputs is of high quality and meets customers and legal requirement. submitting finished product samples to Kenya Bureau of standards for analysis
  + Ensuring minimal production and market damages
* Verification of raw materials and packaging to ensure they meet specified purchase requirements
* Submitting products to Kenya bureau of standards for testing, Quality performance against the standard specifications
* Approving and dispatching products to the market and making sure timely supplying is made
* Handling customer complaints and ensuring that they are minimal; maintaining complain records and collective action taken.
* Maintaining requisite records
* Preparing daily production and sales reports, monthly production and sales analysis report, raw materials and finished products, sampling reports and sending them to the Operations director

**DEC. 2001– AUGUST 2005; Laboratory Analyst / Microbiologist -Kapa Oil Refineries**

***Duties and Responsibilities***

* Inspection of food premises, raw materials, processing, finished products, employees and waste disposal
* Preparation of an inspection report describing any undesirable practices noted which could lead to micro biological problems , general cleanliness of the plants and finished products
* Cleaning and sterilizing the microbiology laboratory materials and equipment
* Ensuring health and safety regulations are adhered to including proper hygiene in sample retention and disposal
* Preparation culture media and reagents
* Sampling of prestige margarine, milk, baking powder, glycerin, drinking water, fats and oils for microbiological analysis
* Enumeration of Coli forms, *total viable count, Escherichia coli, staphylococcus aureaus, shigella spp, salmonella spp* in the above products
* Bacteriological examination of process, waste and drinking water for Total viable count, Fecal indicators, *shigella spp, salmonella spp*
* Carrying out swab tests from the employees, oil tanks, vessels, water tanks, nozzle and packing tables to determine the level of hygiene after cleaning
* Writing microbiological reports and informing the factory manager /quality Assurance offices of any non conforming microbial results
* Controlling chemical and reagents stocks and maintaining good re order levels.
* Monitoring the critical control points in the plants
* Preparation of laboratory standard solutions and ordering them
* Ensuring good maintenance timely calibration of all laboratory equipments
* Chemical analysis of raw materials ( crude oil, silicate, caustic soda ) after receiving them into the factory and from the storage tank before feeding them into the process
* Boiler water analysis for PH, Total dissolved solids, suspended solids and temperature
* Continuously monitoring the work in progress and of finished goods through the above laboratory analysis to ensure products are of high quality in order to meet customer expectations
* Writing analytical reports and keeping them
* Informing the Quality Assurance officer of any problems relating to quality immediately, so corrective action can betaken
* Ensuring the plant, the laboratory and its equipment are clean and in good working conditions

**DECEMBER 1999- KEBS- Laboratory Technician -on attachment.**

***Duties and Responsibilities***

* Preparation of various culture media
* Propagation and maintenance of culture
* Isolation identification and maintenance of culture
* Cleaning and sterilization laboratory glassware’s & equipment
* Learnt techniques of isolation, identification and enumeration of various pathogenic micro-organisms
* Analyzed various samples of food and feed for the following tests, calcium , sodium chloride, phosphorous , total ash, acid insoluble ash , solubility of tea , water in soluble matter in tea, moisture determination, protein and fat analysis

**PERSONAL INTEREST :**

***Extracurricular*:** volleyball, participation in hunger walks, community service,

Student and peer group counseling, Christian union, soil conservation

***Hobbies*** : Listening to gospel music, traveling and exchanging ideas.

**Availability**  : 0722-588617/0721-117466

**REFEREES**

|  |  |  |
| --- | --- | --- |
| Dr.George Abong’  Head of Department,Food Science  Nutrition and Technology,  University of Nairobi  P.O.BOX 29053-00625,Kangemi.  Email; dftn@uonbi.ac.ke | Dr.Dasel M.Kaindi  Lecturer - UON  P.O.BOX164-00625  NAIROBI  mulwa.dasel@uonbi.ac.ke | Mr. Patrick Kilonzo  Supplies officer-POSTBANK  P.O BOX 30311-00100  NAIROBI  MOBILE 0722 952344  maingipk@postbank.co.ke |