CURRICULUM VITAE

|  |  |
| --- | --- |
| **NAME** | **ERNEST NJUKI NDWIGA** |
| **DATE OF BIRTH** | 23RD JANUARY 1972 |
| **IDENTITY CARD NO** | 10971873 |
| **CITIZENSHIP** | KENYAN |
| **LANGUAGES SPOKEN** | ENGLISH &KISWAHILI |
| **CONTACT ADDRESS** | P.O BOX 3463 |
| CODE 00506 NAIROBI. |
| **TELEPHONE** | 0722 – 246121 /0722475952 |
| **E-MAIL** | [nnernest@yahoo.co.uk](mailto:nnernest@yahoo.co.uk) ;ndwigs.ernesb@gmail.com |

# EDUCATION BACKGROUND

|  |  |
| --- | --- |
| **INSTITUTION** | **THE UNIVERSITY OF NAIROBI** |
| **YEAR** | **12TH NOV 1990 - 21ST JULY 1995** |
| **DEGREE** | BACHELOR OF SCIENCE DEGREE |
| 2NDCLASS UPPER - HONS |
| **SPECIALIZATION** | BIOCHEMISTRY |
| **INSTITUTION** | **JOMO KENYATTA UNIVERSITY** |
| **YEAR** | **May 2013 -2016** |
| **DEGREE** | MASTER OF SCIENCE - OCCUPATIONAL SAFETY |
| THESIS RESEARCH |

# PROFESSIONAL EXPERIENCE

* Managing Vendor Quality Assurance Program and relations with key Suppliers to deliver value for money in our Supply Chain Processes .
* Key player in the sales and operations planning process (S&OP), ensuring optimal deployment plans to avail stocks and support commercial objectives.
* Providing technical leadership and Quality stewardship in the execution of manufacturing orders in the factories to deliver RQFT (right quality first time), Boost process efficiencies , Improve % Order Fill Rate and Overall Productivity per Person .
* Ensuring optimal stock holding to meet customer levels and reduce out of stock within working capital guidelines.
* Reduction of stock expirations by implementing material stock health status review with key mitigation action plans
* Providing technical input to procurement functions in developing of inventory management strategies on existing items , new products, product phase outs and complexity reduction.
* Providing product composition and benefits technical input to sales and marketing functions for developing customer and consumer focused communications on product value, claims and reason to believe .
* Best practice systems implementation and auditing in Safety , Health , Environment &Quality .
  + Implementation of Quality management systems based on ISO 9001:2008
  + Implementation of OHSAS management standard
  + Implementation of Environmental management standard ISO 14000
  + Development of Policies and system manuals in respect to Quality, Safety, Environment
  + Development of Quality procedures and operation Safe work procedures
  + Implementation of Risk management standard ,Hazard assessment and Critical control point design
  + Auditing, corrective action formulation and execution
  + Training &People Productivity management
* Implementation of regulatory requirements based on statutory provisions/regulations & standards by East Africa Standardization Committee, Kenya Bureau of Standards, National Environmental Management Authority, Directorate of Occupational Safety and Health Services , County Government ,Public Health etc.
* Front line RD lead role in New product development -translating the innovation vision and overall organic growth strategy reporting directly to the Company Chairman.
  + Team player in the new product development committee with critical roles in ideas screening, prototype formulation developments, trials, testing, stability testing ,formula costing, margin optimization, packaging development , commercialization , product launch and product life cycle audit and management.

# KEY PERFORMANCE OUTPUTS & LEADERSHIP VISION

* Entrench Quality as a key Strategic Pillar and Financial Driver for Business Success.
* Customer focused Value Add, Enhanced Satisfaction, Loyalty & Brand Equity.
* Pivot Innovation as a basic NSV contributor and future business lifeline.
* Optimize cost efficiency & Margin Improvement.
* Entrench a Business Excellence Supply chain model that-:
  + Balances Demand and Supply,
  + Maintains a Healthy and Rationalized Inventory Holding,
  + Improved stock turnover rate aligned to Working Capital Sufficiency & Sustainability.
* Enable Topline NSV & Bottom line EBIT achievement.

# STATEMENT OF CAPABILITY

Aspire progressive career growth to administer a senior management level position in line with the following proposition;

 **Technical expert:** *To ensure fundamentally sound technical processes and administration embedded on*

*best practice principles of Quality Assurance and Operational efficiency and Safety...*

 **Innovation partner***: Be an asset in inducing innovation in our processes and products as a means to continuous improvement and progressive sustainability.*

 **Team member champion:** *To guide, motivate and empower team members through value added team contribution to enterprise operational excellence.*

# KEY EXPERIENCES & ACHIEVEMENTS

1. I have worked in the manufacturing sector [ Human and Veterinary pharmaceuticals , Fast moving consumer goods (FMCGs-Personal , Homecare and Foods) where I have learnt valuable skills and gained relevant exposure in business enterprise management (Quality Assurance, people, operation excellence, compliance to governing regulatory standards and supply chain management).
2. I have attended various professional trainings on quality management , steered the establishment and implementation of a certified quality management systems which were successfully audited and merited by Independent Audit Firms & Global Business Principles/Partners.
3. Leader internal auditor –System audits on Safety Health & Environment, Cleaner Production and Good Manufacturing Practices - GMP quality foundation.
4. Successfully Steered RD with new product development of major leading market brands, right from concept to formulation and commercialization.
5. Worked with International Principal Corporate Auditors and Research Scientist and gained valuable skills and knowledge with respect to Benchmark standards and Best practices , technologies and an hands on approach to Effective system implementation and Controls .
6. Active member of the Kenya bureau of standards technical committee (Cosmetics Technical Committee ,Soaps & Surface Actives Technical Committee , Pesticides Committee , Foods Technical Committee, Ball Point Pen & Writing Aids Technical Committee.
7. Represented the Country in East Africa Standard Harmonization Committees & the Industry during KEBS & KAM engagement with policy and control framework implementation.
8. As a systems expert, In the Position of Head - Quality Assurance, Research & development and Regulatory compliance ,steered Haco Tiger Brands Quality Management system. Attained ISO 22716 ISO Certification Good Manufacturing Practices (GMP).
9. I have undertaken International Standards Training & Certification in Enterprise Risk Management , Lead auditor certification in OHSAS 18001, Quality management systems Lead auditor ISO 9000 series.
10. On Annual Basis I have delivered the Groups Quality , RD & Health & Safety Risk Scores above set Target & KPIs with remarkable continuous improvements and awareness enhancement.
11. Towards Business Management, Value creation and Sustainability, I have undertaken a Business Operational Excellence Training with the Strathmore Business School and visited various Tiger Brands Manufacturing Facilities for Induction on the various processes of Tiger Brands- Multi Industry Business Web.
12. These responsibilities have through time exposed me to valuable and diverse analytical and resource management skills, procedures, current good manufacturing practices and laboratory control practices aligned to Best International Practices.
13. All these are key experiences that have enabled me to perform risk, environmental, healthy and safety/quality assurance roles effectively benchmarking against best international control practices in order to establish systems, practices and control procedures in line with the established corporate policy on excellence.

**PROFESSIONAL TRAINING:**

**Towards progressive personal development**

1. MSC degree course in Occupational Safety and Health –Thesis Research stage.
2. Lead Auditor Quality management systems : ISO 9000 series
3. Lead auditor OHSAS: ISO 18001
4. Environmental Management auditing: ISO Standard 14000
5. Enterprise Risk Management-Risk Management Institute-Alexander Forbes South Africa
6. Certified Internal Quality Systems Auditor KEBS ISO 100111
7. Management training on Leadership, Performance management and Total Quality Management - Deloitte.
8. Programme for Management Development Training (Strathmore University Business School/Gordon Institute of Business Science-University of Pretoria)
9. Member Various technical committees [Kebs standards technical committee]
10. Occupational Health and safety training- Department of Occupational Health &Safety services-DOHSS.
11. Trained in first Aid and Fire fighting.
12. Sodium Hypochlorite manufacture process -plant system controls - Stephen Roberts & Addison UK
13. Environmental management controls & Auditing –Kenya national cleaner production
14. Resource efficiency assessment Kenya-[REAK] by Kenya national cleaner production/

Slovak cleaner production centre.

1. Balance score card performance management training –IDL Consultants
2. HIV& Aids Peer Counseling -KHBSC.

16.Kaizen ,Lean Manufacturing & 20 keys continuous improvement system implementation

# EMPLOYMENT HISTORY

|  |  |  |
| --- | --- | --- |
|  | **Period & Company** | **Position** |
| 1 | **January 2019 to Date**  Bic East Africa Ltd Po Box 3842 00100Nairobi | QA HSE Manager |
| 2 | **October 2012 to December 2018** Haco Tiger brands EA Ltd. P.O BOX 43903 Nairobi | Head of Quality Assurance ,  Research & Development and Regulatory Compliance |
| 3 | **October 2008 to 2012**  Haco Tiger brands EA Ltd. P.O BOX 43903 Nairobi | Quality Assurance Manager  Home /Personal care products , Foods , stationery , writing instruments, pens , rulers, shavers, pegs etc |
| 4 | **April 2002 to October 2008**  Haco Industries Ltd.  P.O BOX 43903 Nairobi | Quality assurance Assistant Research & Product Development -Home /Personal care products and Foods |
| 5 | **Aug 2000 - April 2002**  Norbrook Africa E.P.Z laboratories P.O BOX 404 Athi River | Quality assurance assistant -Pharmaceutical and veterinary products |
| 6 | **Dec 1995 - Aug 2000**  **Pharmaceutical Products Ltd Nairobi** |  |

# REFEREES

|  |  |  |
| --- | --- | --- |
|  | **NAME** | **CONTACTS** |
| 1 | PETER KANGETHE  MANAGING DIRECTOR HACO TIGER BRANDS | P.O BOX 43903 -00100 NAIROBI  0731716980 /0722716980 |
| 2 | DR MWAURA WAITHAKA WORKSAFE CLINIC | 0733505660 |
| 3 | GEORGE KYOVE OCCUPATIONAL SAFETY ADVISOR  DIRECTORATE OF OCCUPATIONAL SAFETY | 0722731826 |
| 4 | WANJIKU WAIRIA www.wanjiku.pro | 0722514310 |
| 5 | ERNIE DE WITT MANUFACTURING DIRECTOR | +254 709 597 001 |

**PERTINENT INFORMATION**

## PERSONAL SELF SUMMARY

|  |  |  |  |
| --- | --- | --- | --- |
| PROFESSION | NAME | CURRENT SALARY PER MONTH | EXPECTED |
| BIOCHEMIST and  HSE PRACTITIONER | ERNEST NJUKI NDWIGA |  | Negotiable  Can manage |

# See attached role profile on my current job role.