Winfred Mwende Kimuya

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Nationality : Kenyan

Date of birth : 3rd November, 1989

Gender : Female

**Career Objectives**

I am an ambitious, smart young lady with a passion for development. I am looking for an opportunity to work in a challenging position at a reputable organization where my academic background, professional capabilities and interpersonal skills will be well developed and utilized. My areas of specialization are Electrical and Communication Engineering as well as Information technology.

**Personal Traits**

I have the following traits that would be useful to my career progression:

* Strong Interpersonal Skills
* A team player
* Ability to work under high pressure, long working hours
* Strong communication and interpersonal skills
* I demonstrate initiative, sound judgment, and proven ability to respond quickly, independently and appropriately to different situations.
* Ability to think analytically and creatively in order to solve problems.
* Strong organizational skills
* Good leadership skills

**Education**

**Masinde Muliro University of Science and Technology**

***2008-2013***: *Bachelor of Technology Electrical and Communication Engineering*

Attained grade: Second class upper, honors.

**Strathmore University**

***2007-2008***: *Diploma in Business Information Technology*

Attained grade: Merit

**Precious Blood Secondary School (K)**

***2002-2006:*** *Kenya Certificate of Secondary Education (K.S.C.E)*

Attained grade: A-

**Experience**

**Kenya Bureau of Standards| P.O. Box 54974-00200**

Metrology Officer- Electrical (August 2019 – to date)

***Key responsibilities***

1. Assist in the dissemination of the maintained units of measurements through calibration in the laboratory or on-site in the respective field of measurement for traceability to the International System of Units
2. Participate in maintenance of measurement standards in order to maintain their accuracy and ensure traceability to the International System of Units (SI)
3. Assist in maintaining the laboratory quality management systems (QMS) to meet the General requirements for the competence of the calibration and testing laboratories in line with the ISO/IEC 17025 standard
4. Participates in national and international laboratory measurement inter-comparisons in order to achieve international recognition of measurement capabilities
5. Generate weekly , monthly, quarterly , annual and special reports of individual performance
6. Participate in generation of revenue to support KEBS operations
7. Provide input in preparation and review of laboratory budgets and procurement plans implements them to achieve the laboratory objectives
8. Train students on attachment in the specialized areas of metrology for knowledge transfer
9. Assist in Research and Development in metrology with a view of developing new techniques of measurement/improve on the current ones and promoting their use

**Electrical Distributors Limited**

**| P.O. Box 44686-00100**

Assistant Manager Design and Planning (June 2013 – to July 2019)

***Key responsibilities***

* Searching for new clients who might benefit from company products or services;
* Developing long-term relationships with clients, through managing and interpreting their requirements;
* Persuading clients that a product or service best satisfies their needs in terms of quality, price and delivery;
* Providing pre-sales technical assistance and product education;
* Working on after-sales support services and providing technical back up as required;
* Making technical presentations and demonstrating how a product meets client needs;
* Installation and commissioning of Electrical panels, including drives panels;
* Site surveys and obtaining clients’ detailed briefs;
* Engineering designs in AutoCAD;
* Preparing Tender documents;
* Preparing Bills of Quantities and related schedules;
* Designing Electrical panels for industries and high rise building installations;
* Trouble shooting and repair of faulty switchgear;
* Record keeping and report generation;

**Insteel Limited.**

Electrical Engineering intern (June 2012 – August 2012)

* Maintenance of overhead cranes, tube mills, compressor, boilers, arc and gas welding, grinders, pumps, threading machine, motors, (ac & dc), gear box, galvanizing process and plant maintenance, hydraulic & pneumatic systems, stock taking, water treatment, lathe machining, housekeeping and milling

**Skills**

*Technical skills*

* + AutoCAD
  + PLC programming
  + AC Drive installation, programming and commissioning
  + DC Drive installation, programming and commissioning
  + Design and installation of power factor correction banks
  + Design and installation of Auto Transfer Systems
  + Design and installation of Low distribution panels
  + Sizing and selection of low voltage switchgear
  + Design of motor control centers
  + Preparation of tender documents

*Other skills*

* + Leadership skills
  + First aid
  + Driving

**Referees**

James Nduruchi

Electrical Engineer,

Insteel Limited.

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John Omondi,

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0733588551

Nicholas Oyier,

Assistant Lecturer,

Masinde Muliro University of Science and Technology

0714461346

1. Measurement skills
2. Analytical skills
3. Negotiation skills
4. Project management skills
5. Financial management skills
6. Management skills
7. Information, communication, and technology skills
8. Leadership skills
9. Presentation skills
10. Report writing
11. Problem solving skills
12. Time management skills
13. Communication skills
14. Interpersonal skills.