**Personal Details**

* Date of Birth- 25th February 1987
* Address- P.O. Box 17011-00510, Nairobi

**Career Objective**

To achieve milestones in career by excelling performance: through effective utilization of knowledge, skills and aptitude in a growth-oriented organization.

**Professional Summary**

* Trained in Certificate in Quality Management System Administration Course based on ISO 9001:2015- Mileview College
* Trained in Occupational Health and Safety committee.
* Trained in Certificate in Food Safety System Certification (FSSC)22000- Mileview College
* Trained on KAIZEN skills to improve productivity (Application of Japanese concept into Kenya) from July 2012 to February 2013.
* Trained in Risk Management training course based on ISO 31000: 2018- Global Standards Resource (USA).
* Trained in Conformity Assessment on ISO 17021-3-2017-Global Standards Resource (USA).
* Trained in **SME Product Training and Certification**: **Module 1**; General Management Systems Guidelines, **Module 2;** Good Manufacturing Practices, **Module 3;** HACCP and Preventive Controls, **Module 4**; Good Agricultural Practices and **Module 5**; Auditor competency - Global Standards Resources (USA)
* Professional member of the International Food Safety and Quality Network (IFSQN).

**Technical Skill**

1. Ms-Office suite packages (Ms Word, Ms Excel, Ms Dynamics, Ms Outlook and others).
2. Knowledge of application of HACCP, QMS ISO 9001:2015, and Food Safety System Certification 22000 Vs 5.0
3. Strong Analyzing or troubleshooting skills.
4. Internal Auditing and Documentation skills.
5. Ability to demonstrate Good Lab Practices and Good manufacturing skills.
6. Strong organizational and excellent time management skills.

**Areas of Expertise**

* Excellent communication skills
* Customer oriented skills
* Good management of people and team skills
* Pays attention to details
* Raw material and product testing
* Quick learner with a positive attitude

**Professional Experience**

**Giloil Company Limited-** From November 2020 up to date

**Designation**: Quality Assurance & Systems Manager

**Achievements:**

1.Successfully participated in the preparation and passing of the recertification audit for Food Safety Management Systems on compliance of requirements of the international scheme; ISO 22000:2018, ISO/TS 22002-1 and additional FSSC 22000 requirement Version 5.0, conducted by Bureau Veritas.

2. Participated directly and indirectly in several continuous improvements of the company; documentation and implementation to ensure systems are running smoothly (Compiling the Sales & Marketing SOP, reviewed maintained documents and organizational policies and objectives to ensure they are SMART and meeting ISO 9001:2015 requirements)

3. Improved house-keeping and hygiene of the premises to 80% from 65% within 6months

**Responsibilities / Duties**

• Ensuring zero major customer complaints & putting controls in place to reduce existing minor complaints.

• Responsible for making sure that there is a safe working environment across all departments. Goal is zero work related accidents & injuries.

• Ensuring that the statutory (Audits etc.) and legal regulations on Occupational Health and Safety, Environmental issues, KEBS, NEMA etc are met.

• Customer complaints: Leading communication across all relevant departments to ensure that all the customer complaints regarding quality of products are attended to and resolved satisfactorily and on time.

• Lead in external audit of both new and existing suppliers.

• Waste management in compliance to NEMA.

• Identification and correction of gaps in the processes including data accuracy for effective traceability.

• Develop new, and review existing Standard Operating Procedures (SOP’s) and quality control processes for production and hygiene requirements in consultation with the relevant departments, and ensuring that the developed operating procedures are adhered to at all times to consistently achieve the set quality standards.

• Responsible for implementation and execution of current ISO standards and certifications including the Food Safety Systems Certifications (FSSC). And also ensuring certifications and ISO standards are to the newest versions.

• Conducting internal as well as external audits.

• Review and improve critical control points, including allergen management.

• Evaluating product recalls and conducting mock recalls.

• Managing hygiene standards including Covid-19 Awareness and Control within the company.

• Be an integral part of new product developments and product trials along with all relevant departments.

• Supervision of on-line quality tests and advising the production manager on corrections or corrective actions where the products or processes are found to be non conforming.

• Designing product specifications for all new products and reviewing existing specifications with the relevant departments.

• Conduct departmental trainings, health and risk assessments.

Plan for fire drills, fire appliances inspection and manage the OHS Committee meetings.

• Approval of all finished products COAs before dispatch to ensure that they meet the company and other relevant statutory standards.

• Inspecting and verifying approved incoming materials, materials that are work in progress & finished goods according to company specifications.

• Advise and approve all the artworks for the packaging materials to compliance.

•Manage the Reverse Osmosis and Effluent Treatment plant operations and maintenance.

• Coordinate Health & Safety Committees facility activities in conjunction with committee officials

• Implement health, safety and environmental strategy, policy and objectives in line with company’s corporate goals and the statutory requirements.

• Plan and implement awareness and training programs for health safety & environmental e.g. fire drills, first aid, safety driving and management for committees, staff and stakeholders

• Ensure that all machines comply with all statutory requirements (inspection and calibration) as per The Factory Act, CAP 514- SECTION 39

**Tropical Mac EPZ Limited-** From February 2020 –November 2020

**Designation**: Quality Assurance Manager

**Achievements:**

Coordinated and prepared Food Safety System certification and HACCP documents in preparation to the first audit.

**Responsibilities / Duties**:

* Trains and supervises department employees to insure optimum competency, commitment and performance.
* Provide leadership to the plant in areas of food safety and product quality.
* Ensure the receiving procedures for incoming macadamia nuts and products used in production are following quality and safety standards.
* Carry our supplier audits to ensure they meet our standards.
* Train our macadamia suppliers on expected macadamia quality standards.
* Ensure that the FSSC 22000 standards and procedures are being followed.
* Keep factory up-to-date with municipal and Government regulations regarding food processing plant.
* Monitors and evaluates food safety risks.
* Ensures safe and healthful working conditions and an organized work environment.
* Supports and enforces food safety standards and pursue corrective actions at raw product suppliers.
* Conducts GMP, Food Safety Audits and maintains all required documentation.
* Monitors Pest Control compliance.
* Coordinates and/or participates in product checking/auditing.
* Prepare documents in preparation to certification of FSSC 22000 Version 5.1
* Ensure relevant training and education of the food safety team members and other staff of food safety and quality.
* Performs daily data review/auditing of QC documentation for accuracy and completion.
* Non conformity and corrective action: Manage any recall, mock recalls and non- conforming products.
* Provides input on revisions and review of departmental procedures and documents (procedures, work instruction, forms).
* Ensures adequate training (skills-based, GMP and Food Safety) of employees within department, to support production needs.
* Oversees maintenance calibration and validation of laboratory equipment.
* Induction of new employees.
* Liaison with external parties on matters relating to food safety and quality.
* Report to the top management on the performance of the FSMS and any need for improvement.

**Safepak Plastics Limited-** From January 2019 to January 2020

**Designation**: Systems Coordinator

**Position Objective**: Ensure maintenance of Food Safety System Certification, Quality Management System, Occupational, Health & Safety System and Environmental systems

**Achievements:**

**1.**Implementation of Kaizen concept in the caps store section: The arrangement of the caps to ensure effective FIFO process of receiving, organizing and dispatching products from the caps store and also this assist’s accountants in stock taking process; easier and faster.

**2.**Highly participated in the preparation and passing of the recertification audit for Food Safety Management Systems on compliance of requirements of the international scheme; ISO 22000:2005, ISO/TS 22002-4:2013 and additional FSSC 22000 requirement Version 4.1. Conducted by SGS on 2nd to 5th April 2019.

**3.**Participated directly and indirectly in several continuous improvements of the company projects to ensure systems are running smoothly (Compiling the Warehouse SOP, reviewed maintained documents and organizational objectives to ensure they are SMART and meeting ISO 9001:2015 requirements)

**4**. Highly participated in the preparation and passing of the recertification audit for Quality Management Systems on compliance of requirements of the international scheme; ISO 9001:2015. Conducted by SGS on 27thto 30th August 2019.

**5**. Prepared and enforced some policies to establish a culture of health and safety at Safepak.

**Responsibilities / Duties**:

* Coordination of internal Food Safety and QMS audits; managing first, second and third-party audits.
* Assist in formulation and implementation of the internal Quality, FSSC, and OHS Audit plan and maintaining records of System deficiencies and Corrective Actions.
* Reporting on the status/performance of the Quality and FSSC, through periodic Management Review meetings which were to be conducted twice a year.
* Coordinating management reviews in line with the system requirements. Maintain records of Management Review meetings.
* Prepare, perform analyze and evaluate on customer satisfaction survey semi- annually.
* Liaising with external parties, on matters relating to the Quality, Environmental, OHS and FSSC System. To ensure the facility complies with the relevant statutory and regulatory requirements i.e. DOSH, NEMA, City Council etc. including company EHS policies and procedures.
* Ensuring all the documented SOPs are fully implemented all the time with complete co-ordination of head of departments.
* Verification and calibration processes are running smoothly with the coordination of Factory Manager and Quality Manager.
* Implementation and maintenance of FSSC 22000 and HACCP food safety programs and management systems requirements
* Coordinate with Quality team and ensure mock recalls, recalls, customer complaints and investigation of the root cause and implementation of appropriate corrective and preventive measures to avoid recurrence is appropriately handled.
* Developing, reviewing and updating the HACCP plans of existing and new products in coordination with Quality Assurance Team.
* Developing and reviewing procedures, records and work instructions relevant to the Food Safety Management System and Quality Management Systems.
* Ensuring the best manufacturing practices are adhered to during production operations to safe guard product integrity, quality and safety.
* Undertaking in-house training of staff on issues related to food safety& personnel hygiene.
* Ensuring hygiene standards are maintained by enforcing cleaning schedules and performing swabs to monitor effectiveness of cleaning
* Undertaking various audits to ensure finished products comply with the food safety requirements, i.e. glass audit monitoring and metal detection monitoring.
* Overseeing the KAIZEN initiatives
* Ensure health and safety is considered as first priority within the company
* Ensure all the trainings for different departments are conducted as per systems’ calendar of events ie. First Aiders, Fire Marshalls, Quality and Hygiene etc.
* Inspect machines, equipment, stores, dispatch area and production to observe possible unsafe conditions.
* Implementation of NEMA guidelines on conservation of environment
* Ensure awareness of safety and environment issues is prevalent through signage, monitoring, briefings and trainings.
* Prepare and enforce policies to establish a culture of health and safety in the work place.

**Supacosm Products Limited**-From May 2012 to April 2018

**Designation**: Quality Assurance Manager.

**Achievements:**

**1.**Successfully worked acting as a lead Quality Assurer for 6 years in manufacturing of peanut butter, honey & soya products.

**2.** Saved input waste in the company by 30% within 2years.Introduced use of double sieve wire mesh in sorting of the peanuts to minimize waste creation in production.

Minimized waste by proposing selling of peanuts casings to customers instead of collecting them as waste.

**3**. Successfully planned, organized and executed the implementation of Kaizen concept in production, stores (Raw materials and finished goods) and the administration block. Through the assistance of the Japanese trainers, Supacosm director and every staff team

**4.** Improved quality index from 80% to 86% in 1 year.

**5.** Successfully trained production staff and supervisors on Food safety, Report writing and GMP’s.

**6.** Presented on Productivity Promotion Seminar on 13th February 2013 at Sentrim Hotel 680 Nairobi on behalf of the company.

**Responsibilities:**

* Overall responsible for governing the product quality and food safety throughout the supply chain.
* Inspect quality of incoming dry goods against approved standards; cartons, labels, jars, closures and security seals.
* Design artworks: Dimensions, material specifications, colour specifications, legislative requirements and verification of barcodes.
* Assure quality at source: Quality Assurance and Control from originators all through to mass production.
* Quality Index: Ensuring Work in Progress complies with all process parameters during packaging to maintain and improve quality index.
* Conducting line and outgoing inspection.
* Conducting raw materials inspection according to specifications and standards.
* Performed laboratory tests accurately to ensure improvement of the product.
* Training operators and supervisors as per GMP’s to ensure quality.
* Continuously monitored critical control points to maintain their effectiveness against potential hazards.
* Carrying out 5S and Kaizen activities for continuous improvement.
* Preparing reports on quality related matters and disseminate information.
* Coordinated monthly safety meetings.
* Handling market complaint, generating reports of findings and implemented action plans for the management review.

**Kenya Wine Agencies Limited**-From September 2009 to October 2009.

**Designation:** Laboratory Technician (Industrial Attachment Student)

**Responsibilities:**

* Inspected, analyzed and performed integrity tests on Tetra- Brik Aseptic line products.
* Performed laboratory microbiological, chemical and physical analysis.
* Inspected incoming goods to be used in the production process: Labels, cartons and seals.
* Handled non- conforming products and customer returns.
* Performed weekly sanitation and hygiene checks in all areas of production.

**Educational Qualification**

* Bachelor of Science in Industrial Chemistry, University of Nairobi, attained second class honours (upper division).
* Diploma in Food Science and Technology, The Kenya Polytechnic University College, attained a mean grade of credit.
* Advanced Certificate in Information and Technology, Intro-Tech Computer College, attained Credit.

**Extra- Curricular Activities**

* Reading
* Playing Scrabble

**Referees**

Miss Rosemary Nyaboke

Human Resource Manager

Tropical Mac EPZ Limited

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