# **CURRICULUM VITAE**

**PERSONAL DETAILS**

NAME: Dickson Mwai Gachoki

LANGUAGES English, Kiswahili

DATE OF BIRTH: 03rd November 1983

CELLPHONE: 0725 682 253/0780 406 941

ADDRESS: P.O BOX 44202/30322, NAIROBI, Kenya. EMAIL ADDRESS: Dickson.Mwai@rubiskenya.com

**PERSONAL PROFILE**

I am a Self-driven, analytical and hardworking man with greater passion in oil industry. I do possess excellent administrative, verbal communication and written skills along with constructive and effective problem solving methods that promote effective work environment with my colleagues. I am also interested in efficient energy use and matters concerning environment.

**CAREER OBJECTIVE AND AMBITION**

To work in a more challenging and dynamic environment where growth and excellence can be achieved with minimal or no supervision as I propagate organization goals and advance in my career through achieving strict deadlines.

**COMPUTER PROFICIENCY AND SKILLS**

* **Microsoft Office**: Microsoft Word, Microsoft Excel (spreadsheet), Microsoft

PowerPoint, Database Management and use of Internet

* **Computer Aided Design (CAD):** Auto CAD-Basic

**EDUCATIONAL BACKGROUND**

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| **YEAR** | **INSTITUTION** | **ACHIEVEMENTS** |
| 2005-2010 | University of Nairobi | Bachelor of Science - Mechanical Engineering  **Second Class Honours, Upper Division** |
| 2000-2003 | Kerugoya Boys High School | Kenya Certificate of Secondary Education(K.C.S.E) Mean Grade **A- (79 Points)** |
| 1991-1999 | Guama Primary School | Kenya Certificate of Primary Education (K.C.P.E.) |

**WORK EXPERIENCE**

***JULY 2011– TO-DATE: RUBIS ENERGY KENYA.***

**JUNE 2021 TO DATE-LPG DEPOTS MANAGER**

**Duties and Responsibilities**

* Production: Ensuring quality standards are adhered to while receiving bulk LPG, Cylinders vetting and filling while coordinating with other departments to meet market demands.
* Asset Integrity: Ensure all machines and equipment are well maintained with no un-planned downtime and implementation of computerized maintenance management systems.
* Health and safety: Ensuring LPG depots compliance to HSE policy, Implementation of approved procedure and WI and management and review of ERP.
* Budget Management: Managing annual OPEX and CAPEX budgets in accordance with approved budgets and participation in identifying Key projects within the LPG facilities and ensure implementation.
* Stock management: Ensuring adequate Metal stocks, bulk stocks and full cylinders per the market demand and LPG accessories.
* Key member of health and safety committee.
* Incident and Accident investigation.
* Responsible for metal management for the depots

**SEPTEMBER 2018 TO JUNE 2021-ELDORET FRONT OFFICE**

**POSITION**: *FRONT OFFICE MANAGER*.

**Duties and Responsibilities:**

* Supervision of Eldoret Front office staff.
* Ensuring smooth, safe and efficient running of Eldoret front office operations.
* Ensuring adherence to all statutory requirements.
* Ensuring all reports are done and distributed as per the company’s procedure.
* Management of company seals and manual documents.
* Management of Front office staff and Drivers.
* Liaising with other departments to ensure efficient and smooth region operations.
* Incident and Accident investigation.
* Management of resellers accounts.
* Conduct all depot operations as per the company HSE requirements.
* Management of stocks.

**2017-2018-NJD-WOD**

**POSITION***: DEPOT SUPERINTENDENT*

**Duties and Responsibilities:**

* Planning and receipt of products Ex-KPC as per the laid down procedures.
* Storage and Loading of received products as per the laid down procedures.
* Ensuring HSE is adhered to in all Depot operations.
* Ensure all scheduled Depot maintenance are carried out as per the scope and within the planned schedules.
* Ensuring Depot Housekeeping is adhered to in all areas of operations.
* Requisitions of Depot spares parts and ensuring safe custody of the same.

**2016-2017-MJT-CHANGAMWE**

**POSITION**: *TERMINAL SUPERINTENDENT*

**Duties and Responsibilities:**

* Planning and receipt of products Ex-KPC, Ex-KPRL, Ex-Other terminals and Ex-Vessels as per the laid down procedures.
* Storage and loading of received products as per the laid down procedures.
* Ensuring HSE is adhered to in all Terminal operations.
* Ensure all scheduled Terminal maintenance are carried out as per the scope and within the planned schedules.
* Ensuring Terminal Housekeeping is adhered to in all areas of operations

**2014-2016-LPG PLANT**

**POSITION**: *DEPOT ASSISTANT*

**Duties and Responsibilities:**

* Supervision of plant maintenance operations.
* Dispatching of Local and export Orders
* Supervision of Loading and offloading operations.
* Management of LPG plant store.
* Requisition of plant accessories and spare parts.
* Supervision of LPG filling operations and Housekeeping while ensuring HSE procedures are followed in in all plant operations.

**2011-2014-NAKURU FRONT OFFICE**

**POSITION**: *DEPOT ASSISTANT.*

**Duties and Responsibilities:**

* Execution of Local and export Orders
* Supervision of Loading of local and export trucks.
* Preparation of Daily, Decade and Monthly reports.
* Seals management and sealing of Local and export trucks.
* Management of Local and transit entries.
* Advising TM/Dealers on deliveries plans to ensure smooth depot operations.

**JANUARY 2011 – APRIL 2011: CONDITION MONITORING LIMITED.**

**POSITION**: *PREDICTIVE MAINTENANCE ENGINEER*

**Duties and Responsibilities:**

* Implementation of predictive maintenance program (mainly plant inspection, vibration analysis (using CSI 2130 and AMS software), oil analysis, Ultrasonic thickness testing, dynamic balancing and precision laser alignment using Ultraspec 8117 and ultrasonic compressed air leak detection and lubrication using SDT200
* Involved in scheduling, planning for site work and technical reporting
* Working closely with maintenance team, Planners, Plant Inspectors and Engineers in providing technical guidelines and solutions in equipment maintenance, safety, improving equipment reliability, availability and operations for various companies.
* Foreseeing and applying various standards and work procedures as required by our clients’ standard systems.
* Offering theoretical and practical training in predictive maintenance and condition monitoring techniques and ultrasonic leak detection both locally and internationally.
* Assist in quotations, tendering and administrative duties.

**JULY 2009 - SEPTEMBER 2009: STANTECH MOTORS LIMITED.**

**POSITION**: *ENGINEERING INTERN*

**Duties, responsibilities and skills acquired**

* General maintenance of automobiles
* Engine shop for automobiles training
* Automobile bodyworks training.
* Safety awareness and elementary first aid.
* Team work and Discipline
* Cost and quality management
* Best use of personal judgment and efficiency
* Formal and informal relationship with employee

**JULY 2008 – SEPTEMBER 2008: UNIVERSITY OF NAIROBI POSITION**: INTERN (INTERNAL ATTACHMENT)

**Duties, responsibilities and skills acquired**

* Cutting of gears, Oxy-acetylene welding and arc welding, lathe and general shop operations as well as Good housekeeping
* Systematic approach to work and strict adherence to procedure
* Decision making i.e. design and selection of materials

**PARTICIPATION AND TRAINING**

* LPG Operations Training

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| --- | --- |
| LPG characteristics and measurements | LPG Characteristics & Properties |
| LPG Storage |
| Bulk stock measurement |
| LPG transfer & handling | Bulk loading |
| Bulk offloading |
| Bulk deliveries |
| Cylinder | Cylinder manufacturing |
| Cylinder revalidation |
| Cylinder inspection before filling |
| Cylinder filling |
| Cylinder decanting |
| Cylinder revalving |
| Cylinder handling & Stacking |
| LPG Plant  Production & Inventory Management | Workforce Management |
| Bulk reconciliation |
| Cylinder reconciliation |
| LPG depot Safety And asset integrity | General safety rules & Safety induction |
| Start up check list |
| Emergency Response Plan for LPG depots |
| Maintenance plan for LPG depot  Introduction to eTool |
| Introduction to ePermit to Work |
| Site walk |  |
| Bulk vehicles | Specifications  Inspections |

* Oil measurement and Loss control
* Basic incident command
* Worksite safety Training.
* Health, safety and Environment Training.
* Firefighting and first aid.

**CERTIFICATION**

* Graduate Engineer – EBK
* Valid Driving License – BCE class

**MEMBERSHIP**

* EBK – Engineering Board of Kenya.
* ESA - Engineering Student Association (University of Nairobi).

**EXTRA CURRICULUM ACTIVITIES AND HOBBIES**

* Voluntary communal work.
* Gardening.
* Socializing and interacting with people.
* Travelling.

**REFEREES**

1. Dominic Kiptoo,

Depots and Front Office Manager,

Rubis Energy Kenya.

P. O Box 44202-00100, Nairobi. Cell: 0733630931.

Email:Dominic.Kiptoo@rubiskenya.com

1. Sylvain Duperrier,

Group HSE & LPG Technical manager RUBiS Energy.

P. O Box 44202-00100,Nairobi.

Email: [Sylvain.Duperrier@rubiskenya.com](mailto:Sylvain.Duperrier@rubiskenya.com)

1. Paul Muchiru Irungu,

Captain Kenya Airways,

P.O. Box 37764-00100, Nairobi, Kenya. Cell: [+254 724 631063.](tel:%2B254%20-723-%20519136)

Email: Paul.Muchiru-kenyaairways.com