**CONTACT DETAILS AND BIO DATA**

**Cecilia Mukami Muturi**

Born: 01/11/1977 **Personal Address**

Nationality: Kenyan Email: mukamiceciliamuturi@gmail.com

City of residence: Nairobi Mailing address: P.O. Box 18317

Postal code: 00500

Town: Nairobi

Mob: 0700027053

**CAREER OBJECTIVE**

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|  Quality controls Manager | |
|  Operations manager | |
|  Production Manager | |
| **PERSONAL ASSESSMENT** |  |
| I am honest, hardworking, social, reliable, responsible, team player, obedient, go getter and adapt easily to changes. |  |

**PROFESSIONAL EXPERIENCE**

Production in Charge – African Cotton Industries Ltd

Duration -- To date

**RESPONSIBILITIES**

* Production planning. Ensuring that there is no stock out of any product
* Ensure that OEE is maintained at 85%, by practicing Lean Manufacturing
* Ensure proper preventive/corrective repairs and maintenance takes place in liaison with the plant engineer.
* Ensure quality production, through good quality practices.
* Factory safety and fire preparedness.
* Responsible for production (including casual) staff time record checking and production checking for piece rate and approval for both.
* Ensuring that customer gets quality products within timelines.
* Production/maintenance reports, for decision making.
* Spear heading the product development Section through which new products design and existing products improvement is done.
* Encouraging Kaizen in the production section.
* Spear heading Company’s Tenders in the line of production

**2009 to 2012**

**Head of Sanitary Towels Section** **African Cotton Industries Ltd**

**Responsibilities**

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| * Production planning and record keeping in the Sanitary Towels Department as well as target setting   in the section. |
| * Usage and wastage analysis |
| * Quality Control issues |
| * Staff hiring/firing/Training/Disciplinary issues |
| * House keeping |
| * Stock monitoring - both Raw Material and Finished goods |
| * Liaison with stores for ordering Raw Material |
| * Liaison with maintenance department for machines upkeep |
| * Safety , Staff, Fire e.t.c |

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| **2007-2009**  **Quality Controller African Cotton Industries Ltd** | |
| **Responsibilities** | |
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| * Process quality Control |  |
| * Lab test of the final products |  |
| * Product designing | |
| * Production updating and planning |  |
| * Target setting of the final product | |
| * Carrying out Quality drills once in a while | |
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| **2003**  **Production Supervisor Mega Garments** | |
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| **Responsibilities** | |
| * In charge of over 80 operators and helpers. |  |
| * In charge of hourly end line production as well as hourly production of critical sections in the line. |  |
| * In charge of Quality that included Quality drills to make the entire team Quality conscious. | |
| * Stocks taking and production record keeping. |  |
| * Work In Progress control and inventory management. | |
| * Line setting, which included sample making and allocation of operations to workers together with training. | |
| * Carrying out work-study and method study. | |
| * In charge of all machinery and control of any unnecessary machine breakdown. | |
| * Empowering discipline to all junior workers. | |
| * Recording operators’ efficiencies for bonuses. | |
| * Housekeeping on the production line | |
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| **July 2002-Dec 2002**  **Operator Trainer Mega Garments Industry** | |
| **Roles and Responsibilities** | |
| * Training the operators on how to stitch | |
| * Carrying out capacity study and rating the operators | |
| * Testing the operators after every stage of training | |
| * Calculating their daily efficiency and Performance and also utilization and   plotting a graph of each for every operator. | |
| * Taking care of the minor machine breakdown | |
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| **2001 -2002**  **Quality Checker**  **Cables and Plastics**  I was carrying out research on my Trade Project on “**MAKING PLASTIC POSTS USING RECYCLED**  **PLASTIC SCRAPS”.** |  |
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| **AREAS COVERED** | |
| Material testing of plastics wastes to determine the | |
| suitable material for recycling |  |
| Recycling of PVC at a pilot plant which involved: | |
| 1. Collection of the materials i.e. plastics wastes | |
| 1. Sorting after testing | |
| 1. Washing and drying | |
| 1. Size reduction | |
| 1. Mixing | |
| 1. Melting and analyzing | |
| 1. Molding and cooling | |
| 1. Material testing of the final product | |
|  | |
| Process Quality control was as well a responsibility as well as record keeping of machines temperatures  monitoring the viscosity of the plastic mould. |  |
| Testing of final products for the company included: |  |
| a)     Drop test |  |
| b)    Weights and measures |  |
| c)     Checking finishing |  |
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**Educational Background**

**2013 The Kenya Institute of Management**

Award Diploma in Business Management (Diploma 1)

**Subjects Covered**

* Management
* Introduction to Law
* Principles of Accounts
* Principles of Purchasing
* Marketing Principles
* Business English

**1999-2001 The Mombasa Polytechnic**

Award Diploma in Chemical Engineering

**Subjects Covered**

* Thermodynamics and fluid Mechanics
* Engineering Mathematics
* Unit Operations
* Industrial Chemical Process
* Reactor Engineering and control System

**Referees**

Naman Kimathi Murungi

Plant Manager/Engineer

African Cotton Industries

Mob: 0726372015

Edward Juma

Plant Manager

African Cotton Industries Ltd

Mob: 0722 957 174

Fred Mwalwala

Plant Engineer

African Cotton Industries Ltd

Mob: 0722 410 305

Pastor Benjamin Mala

Gospel Revival Centre, Mlolongo

Mob: 0722 687 316

Pastor Banice Muita

Chrisco Church Kitengela

Mob: 0721349520

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