**CAROLINE KASIWAI**

P.O. BOX 54974

NAIROBI.

**PERSONAL INFORMATION**

ID NO: 24650358

Gender: Female

Nationality: Kenyan

Religion: Christian

Telephone No: +254 710751261

Email: chepsapan@gmail.com

Languages: English, Kiswahili

**CAREER OBJECTIVES**

To work with an organization and in an environment that will motivate and nurture my creativity, intellectual and professional capacity.

To collaborate with organizations/individuals in carrying out research and provide expert advice on issues related to food safety especially on microbiological aspects.

**PERSONAL ASSESSMENT**

Excellent leadership skills

Excellent teamwork

Excellent interpersonal skills

Fast learner and working with minimal supervision

**EDUCATIONAL BACKGROUND**

**September 2018 to date: UNIVERSITY OF NAIROBI**

Course: Master of Science in Microbiology

**June 2018 to July 2018**

**University of Copenhagen-Denmark**

Course: Post graduate diploma-Microbial food quality and safety

**October 2010 to August 2011**

**Optimum learning technologies (South Africa)**

Certificate in Generic Management

**September 2005-April 2009: MOI UNIVERSITY**

Course: Bachelor of Science in microbiology

**2001-2004: ST MONICA’S GIRLS HIGH SCHOOL-KITALE**

Kenya certificate of secondary education (KCSE)

**1993-2000: ORTUM GIRLS PRIMARY SCHOOL**

Kenya certificate of primary education (KCPE)

**PROFESSIONAL SKILLS**:

-Microbiology, Biochemistry and biotechnology skills

-Technical committee member in standards development

-Trainer of ISO standards

-Computer skills and applications

-Research and data analysis skills

-Quality assurance skills

- Project appraisal and communication skills

-Entrepreneurial skills

-Managerial skills/Leadership skill

-Planning and organizing skills

**WORK EXPERIENCE:**

**KENYA BUREAU OF STANDARDS-NAIROBI**

**March 2015 to date**: Senior laboratory analyst

**Responsibilities:**

-Sample preparation and analysis according to standards

-Participate in internal quality assurance

-New test method research and development

-Implementation of good laboratory practices as set out in existing guidelines and standards such as ISO/IEC 17025:2017

- Investigating and resolving customer complaints

-Sample registration, result entry and validation

-Participate in proficiency testing schemes

-Carry out monthly laboratory stock take

-Requisition of materials

-Training students and persons on attachment

-Participate in internal audits and carry out corrective action from report

**HACO TIGER BRANDS EAST AFRICA**

**February 2012-August 2013: Production planning manager**

**Responsibilities:**

**-**Scheduling for production as per stocks status and demand

**-**Analyzing Monthly/weekly raw materials and packaging materials requirements and sharing with production department

-Ensuring that all the materials (raw/packaging) are available for production as per schedule

-Draw export orders schedule for production and advising on commitment dates based on materials status

-Preparing monthly production report(for management reporting)

-Ensuring that the finished goods are promptly transferred to finished goods store and posting of the same done

-Ensure timely and accurate update on daily stock status

-To input data from historical sales, demand forecast and finished goods stock status into the production scheduling plan and advice on the current trend

-Ensuring that all the batches initiated in the ERP system are physically closed to avert batch close variance

-Negotiating with all stakeholders on production priorities based on production capacity

-Training and refreshing staff on relevant SOPs, policies, rules and regulations and carrying out appraisals

-Develop and drive a culture of coaching, feedback and accountability

**January 2010-January 2012**: Production assistant

**Responsibilities**:

- Monitoring daily processing of products

-Allocation of manpower in various packing lines

-Preparing daily productivity reports

-Human resource management (leaves/appraisals)

-Analysis of monthly productivity and processing reports

-Training staff on occupational health and safety

-Target monitoring and review

-Ensuring that quality products are processed and packed as per the set standards.

-Carrying out performance appraisals for production supervisors and processing operators

**October-Dec 2009**: Production assistant (intern)

**June-October 2009**: Quality assurance analyst (intern)

**Responsibilities**:

-Analysis of raw materials and finished goods

-Chemical and reagent preparations

-Analyzing customer complaints and giving feedback.

-Documentation of various analysis and procedures

-Authorizing various adjustments on products

-Online checking of products for quality

-Maintaining high level of housekeeping

**KENYA BUREAU OF STANDARDS-NAIROBI**

**June-august 2008**: Quality assurance analyst (attaché)

**Duties**:-media preparation, culturing and other microbiological analysis

-Sample preparation and analysis

- Quality checking

-Data collection, entry and analysis

**ELECTORAL COMMISSION OF KENYA**

**June-august 2007**: Registration clerk

**Duties:** Registration of new voters and updating voters register

**December 2007**: counting and poling clerk

**WRITTEN PAPERS**

-CSR proposal

-Study of antimicrobial activity of antibacterial soaps (undergraduate project)

-Business plan (entrepreneurial skills)

-Research on family planning methods and their effect

**SEMINARS AND TRAININGS**

**-**Microbial food quality and safety-Danida (Denmark)

-Proficiency testing performance evaluation

-Work place improvement training by Tiger brands international

-Purchasing and supply chain management training by Institute of Trade Development

**-**Leadership training-maximizing performance (Delloite**)**

-Occupational health and safety training by Ministry of labour

-Fire safety and emergency preparedness

-Quality management system (ISO 9001:20)

-ISO 17025 general requirements for the competence of testing and calibration laboratories

**REFEREES**

CLARKSON N AGEMBO

MANAGER MICROBIOLOGY LAB

KENYA BUREAU OF STANDARDS

Mobile phone no: +254 722806502

P.O. Box 54974-00200

NAIROBI

PETER NDICHU

Operations manager

Haco industries limited

Mobile phone no: +254 721776326

P.O. Box 43903-00100

NAIROBI

DENNIS ADIKA

HR Manager

West Kenya company

Mobile phone no: +254 731928490

P.O. Box 52595-00100

KISUMU