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| evelyn mong’are  Mobile no: +254708795521  Email: Kwamboka16@gmail.com · https://www.linkedin.com/in/evelyn-kwamboka-08863411a/ · |
| I would love to exemplify in all I do by rendering a committed, dedicated and high quality service in all my endeavors, maintaining an intellectual keenness and poised approach to work.  I am ready to confront challenges that may occur along the way, dutiful and obedient to my team and my superiors |

# Experience

### *April 2022- To Date*

## Kenya bureau of standards

## Targets consignments based on risk profiling to eliminate substandard products from Kenyan Market.

## Reports on the status of product inspection status to facilitate enforcement and corrective actions on products that fail to comply with the requirements of corresponding standards and other regulatory requirements are seized by Section 14 Standard Act, Cap 496 Laws of Kenya.

## Addresses customer complaints related to Market Surveillance activities in the section to ensure that all complaints are resolved as per the procedure and submits reports to Principal Market Surveillance Officer for action.

## Implements, and monitors Management Systems adopted by KEBS in the department to ensure efficiency, effectiveness, and sustained customer satisfaction.

## Gathering and evaluation market intelligence information and discusses with Principal Market Surveillance Officer for appropriate action.

## Monitoring of validity of product Certification Marks approved by KEBS on the products in the market.

## Maintains records for samples collected, seized, and destroyed products.

## Provides technical advice to customer inquiries.

## Analyses test reports of products sampled from the market.

## Conducts risk assessment of products to inform on

## Contributes to the development and implementation of Market Surveillance procedures in the section.

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| *August 2017- April 2020*Walker industries limited **Office Administrator/production supervisor**   * General office management in giving direct and indirect orders * Handling external, internal communication and management systems * Managing clerical and administrative works * Prepare production reports and submit to the respective departments * General supervision of production activities. * Organizing, planning and coordinating meetings. * Leading in quality control and quality assurance team * Assisting the production manager with some of the roles * Being part of the team leading in CSR projects each year |
| *January 2016 – April 2016*kenya industrial research and development institute **Intern**   * Conduct operations in the chemical engineering laboratory, pilot plant and laboratory service center (water & waste water and foods & feeds laboratories). * Operating and handling of equipment, safe work and precautions in the laboratory. * Handling and disposal of chemicals. * Doing various research projects and production of products.(I did a research project in production of biodiesel form sunflower oil and other projects we did as a group ) * Documentation, report writing and power point presentation to the senior research scientists.  *January 2015- April 2015*botanical extracts ltd **Intern**   * Worked at Quality Control and Research & Development laboratories. * Sampling of in-process and raw material samples for analysis * Doing analytical procedures, use of different analytical equipment and various techniques as applied to isolation, extraction and purification of phytochemicals. * Entry of analyzed data and keeping records of every analysis |

# Education

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| *September 2019-current*masters in business adminstration, kenyatta university I am done with my coursework with a GPA OF 68.08 in strategic management specialization |
| *September 2018*bachelor of SCIENCE (chemistry), university of nairobi Graduated with second class upper division. *November 2011*st andrew kaggwa girls, kcse b+ |

# skills and competence

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| * Good communication skills. * Management skills * Strong interpersonal skills. * Accountability and team work. * Administrative skills like planning, organizing, and control * Strong research and analysis skills. |  |

# certifications

* Science workshop at Technical University of Kenya (TUK).
* Training on detergent manufacture at University of Nairobi.
* ICT short course at Elgon-view College

# referees

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