**EDWARD**

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**Summary**

I am a Qualified Food Scientist with more than three years of experience in Managing & Leading People, Production Management, Quality Management, Management of Occupational Health & Safety, Driving Continuous Improvement and Employee Training. I have a strong determination and great learning agility.

**Highlights**

COMPETENCIES

* Planning & Priority Setting
* Drive for Results
* Peer Relationships & Motivating People
* Building effective Teams & Engagements
* Performance Management
* Problem Solving & Continuous Improvement through PDCA

FUNCTIONAL SKILLS

* Production Management (Production Scheduling, Materials Management, Handover, Maintenance Preparations)
* Manufacturing Operating Systems (MOS)
* Quality Management System (ISO 9001)
* Food Safety Management (HACCP, ISO 22000)
* Good Manufacturing Practices (GMP)
* LEAN
* Occupational Health & Safety (OHS) and 5S
* Environmental Management System (ISO 14000)

**Training & Certifications**

* Basic Food Hygiene in 2013 by Millennium Management Consultants.
* Food Safety Management System (ISO 22000) in 2014 by Millennium Management Consultants.
* Food Hygiene with focus on Salmonella Prevention in 2014 by Millennium Management Consultants.
* Quality Management System, ISO 9001 (Internal by Insta).
* First Aid Training (Internal by Insta).
* Fire Safety (Internal by Insta).
* Computer Certification (Microsoft Office Applications and Desktop Publishing; Concepts of Information Technology (IT); Basic Programming) in 2009 by Institute of Advanced Technology (IAT) – Kenya.

**Experience**

**Insta Products (EPZ) Limited** - Kenya Jan 2013 to May 2015

*Insta Products Ltd is one of only seven global suppliers recognized by UNICEF based in Kenya which manufactures nutrient-rich products like Ready-to-Use-Therapeutic Food (RUTF) and Ready-to-Use-Supplementary Food (RUSF). The production of these foods required the highest standards of Hygiene and Sanitation.*

*I had rotational responsibilities as* ***Quality Supervisor*** *and* ***Production Shift Supervisor****.*

1. **Quality Assurance Supervisor**

**Responsibilities**

* Inspected all incoming materials as per laid down specifications and procedures.
* Collected and tested samples for chemical and microbiological parameters to ensure compliance to specifications.
* Checked in-process samples hourly and conducted quality checks for colour, texture, aroma, protein, fat, vitamins, moisture, aflatoxins, stability and microbial.
* Checked quality of finished products.
* Ensured availability and use of quality records throughout the production line.
* Managed and maintained the SAP system (Standard Assessment Procedure).
* Trained all new and existing food handlers in the factory on GMP (Good Manufacturing Practices).
* Monitored and reviewed the HACCP plan (Hazard Analysis Critical Control Points), CCPs and System Effectiveness.
* Supervised the production staff for compliance with the set rules and regulations.
* Liased with the Quality Assurance Manager and deputizing during his absence.
* Drove continuous improvements on Food Safety Procedures, Testing Methods, Documentations and Hygiene Standards.

1. **Production Shift Supervisor**

**Responsibilities**

* Handover preparation before and after shift ensuring a smooth shift transition.
* Organizing raw materials, packaging materials, cleanup and records; Scheduling production starting with preparation of formulations; Startup preparation of machinery, change over management, in-process monitoring and shutdown.
* Managing escalation for Safety, Quality, Operational, and Process.
* People management (Rostering, Engagement, Training, Performance and Discipline).
* Ensured compliance to Safety standards, Quality parameters, Production targets/schedules and Hygiene requirements.
* Ensured compliance to ISO 9001 (Quality Management System) and ISO 22000 (Food Safety Management System).
* Ensured compliance to ISO 14000 (Environmental Management System)
* Implementation of Continuous Improvement on production documents, operations and performance using PDCA (Plan-Do-Check-Act) Cycle.
* Liaising with maintenance for Preventive and Corrective Maintenance by providing a list of what is to be done and also allocation of resources and staff.
* Trouble shooting and Problem solving through implementation of the 5Whys Technique and Fish Borne analysis.

**Achievements**

* Implemented the SSOP (Sanitation Standard Operating Procedures) which included cleaning procedures, cleaning checklist, hygiene audits, pest control, swabbing and testing procedures. This reduced losses, aided in demarcation of high and low risk areas, increased hygiene audit score, improved housekeeping and formed a basis for employee training.
* Implemented Escalation and Hold Procedures for non-conformances & timely corrective actions for raw materials, packaging material and finished products. This improved the control, management and tracking of non-conformances.
* Compiled the GMP and Training manuals.
* Reviewed and implemented handover procedure that saw a remarkable reduction in delays, machine downtime hence significantly saved production time.

**Intern** Feb 2012 to May 2012

**Venus Tea Brokers Limited** - Kenya

*Venus Tea Brokers Ltd is a leading exporter of high quality tea and tea products in Kenya. Its operations included Procurement of Processed Tea, Testing, Blending and Exporting to: North America, South America, Western Europe, Eastern Europe, Eastern Asia, Southeast Asia, Middle East and Africa.*

**Responsibilities**

I had training in the following departments:

* Tea Sampling, Tasting and Grading.
* Documentation and Cataloguing.
* Tea Trading and Marketing.
* Supervision and Management.

**Achievement**

* Conducted staff training on Hygiene and Sanitation.

**Intern**  Jan 2011 to March 2011

**Jomo Kenyatta University of Agriculture and Technology -** Kenya

*Jomo Kenyatta University of agriculture and Technology (JKUAT) is a Government university in Kenya. JKUAT has grown significantly and now has over 50,000 students and over 30 campuses, institutes and colleges.*

**Responsibilities**

I gained Practical Experience in Processing of various products. The workshops attended included:

* Baking (Preparation of doughnuts, bread, scones, biscuits and cookies).
* Fruits and Vegetables (Preparation of juices, jams, jellies and chutneys).
* Dairy (Production of yoghurt, cheese and cream).
* Meat and Meat Products (Preparation of ham, knuckles, sausages and brawns).
* Quality Control (Chemical and Microbial Analysis of Processed Products).

**Intern (Processing Department)** Feb 2010 to Apr 2010

**Mudete Tea Factory Ltd** - Kenya

*Mudete Tea Factory Ltd is one of the leading producers of quality processed tea leaves in Kenya. It has the capacity to process 40,000 kilograms of fresh tea leaves per day. 90% of the tea was manufactured for export. The company had more than 200 employees and contracted close to 14,000 farmers.*

**Responsibilities**

I had rotational training in all the departments (Procurement and Harvesting of fresh tea leaves; Transportation; Tea Processing and Production; Quality Control; Tea packaging and Dispatch; Safety Management and Maintenance).

**Achievement**

Compiled and presented a fresh eye report detailing Strengths, Weaknesses, Opportunities and Threats (SWOT) on Personnel, Inputs, Equipment, Processes and Controls.

**Education**

**Bachelor of Science in Food Science and Technology** 2009 - 2012

**Jomo Kenyatta University of Agriculture and Technology** - Kenya

Upper Second Class Honors

**Kenya Certificate of Secondary Education (KCSE)**  2004 - 2007

**Kakamega High School** - Kenya

Mean Grade B+ (Plus): Eight Subjects

**Additional Information**

**Positions of Responsibilities**

* Sept 2011 - Dec 2012: Chairman at Jomo Kenyatta University Environmental Management Association (JEMA).
* Sept 2010 - Sept 2011: Vice - Chairman of JEMA and Society of Food Technologists and Nutritionists (SOFTAN).

**Research Undertaken**

* Research Project on Product Development: “*Utilization of Tamarind Fruits to Make Juice, Jam, Sauce and Chutney.”*

**Interests and Hobbies**

* Listening to Music, Travelling, Socializing, Playing Football, Participating in Charity/Voluntary Work, and Photography.