**MR. JOSIAH**

**Personal information**

**Date of Birth:** 27th October 1991

**Gender:** Male

**Marital Status:** Single

**Email:** Josiah.381630@2freemail.com

**Visa Status:** Visit: 9th/9/2018

**Preferred Location:** Any location in UAE

**Availability to Join:** Immediately

**Languages Known:** English, Kiswahili, and Basic Arabic.

**Functional Area:** /Customer Service/ Inventory/administrations

**My Objective.**

I am looking forward to secure a responsible & challenging position in my field of expertise in a progressive organization that would provide an opportunity for personal growth & career advancement, as well as an opportunity to contribute towards the growth of the organization and environmental conservation and management.

**Personal Skills**

* I have been a team leader environment and energy development consultancy for two years, where I lead the team in data collection, analysis and management, in Kenya, this enable me to develop skills in dealing with people from different culture, different education level and social income.
* I have worked in the county government of Kakamega, Kenya, department of environment, for three years, where I developed office management skills, administration and human resource management.
* I cannot work at different environmental condition and even for long hours without any interference.
* I have participated in many greening programs in Kenya, I have knowledge in international standard on environment i.e. (ISO) and waste management standards.
* I am a good team player where I managed to lead the environment and energy development for two years, throughout the data collection a United Nation program research.
* I am a computer literate with a knowledge in all methods on data collection, analysis and management.

**Achievements**

* I enable energy and environment group to be able to collect data, analyze and present the data to the United Nation as a team leader in Nakuru and Kakamega counties, for a two year’s consultancy contract.
* I have participated in school greening program as a co-ordinate where I managed to plant 2 million trees in 150 schools and 20 market centers.
* I participated in the formation of Kakamega County environmental policy, which is currently used in the county for management of Environment.
* During my employment in the county in the department of the environment as one of the supervisors, I came up with a trees management skills and beauty skill within the county known as “tree check-in” where all organization where require to plant non-wood trees and manage them with there on cost in front of their premises. This increased tree cover within the town enhance cool temperatures

**Work experience**

1. Environment and Energy Development Consultancy From 2017 Dec-2018 April

**Role and responsibilities.**

* Recruitment and training of enumerators in my place of supervision.
* Transporting of enumerators in research areas and participate in data collection
* Offering administrative function to the enumerator and any other challenge that may occur in the field.
* Resource mobilization for data collection, analysis and management
* Payment of the enumerators after completion of the duty.
1. **County government of Kakamega (2014 JAN-2016 DEC)**

Worked as environmental associate officer in the county government of Kakamega

* Supervision of town cleaners, where I managed to supervised 100 town cleaners on daily basis including weekends.
* Supervision of greening program within the towns and schools.
* Training and recruiting of new cleaning staffs
* Office practices and management, record keeping, data analysis conflict resolution within workers and report writing.

**Competence Summary**

* Proficient in use of Microsoft Word, PowerPoint and Excel to professional level.
* Good working knowledge of electronic mail and Internet.
* Excellent written and verbal communication skills in English
* High level of literacy and numeracy skills.
* Team management and a great team player with skill in environmental management.

**Educational Qualification**

* Bachelor’s Degree on Environmental Science**- Egerton university Kenya,**
* Computer Studies, Midcom Computer College
* **Certificate of Secondary Education –St Paul’s Emulakha Secondary School, Kenya**

**Extra-Curricular Activities**

* Participated in all Professional Training Programmers in Kenya in relation to environmental management and conservation
* Participated in Emergency First Aid trainings
* Member of Mau forest conservation group in Kenya.

**Reference**

upon request.