FELIX

Email Id: felix.336917@2freemail.com

CURRICULUM VITAE

SEX: MALE

NATIONALITY: KENYAN

CURRENT PLACE OF RESIDENCE: DUBAI

VISA STATUS: VISIT VISA (VALID UNTIL 20TH MAR. 2017)

PERSONAL PROFILE

I am a mature, positive and hardworking individual, who always strives to achieve the highest standard possible, at any given task. I possess excellent communication skills, and I have the ability and experience to relate to a wide range of people. I enjoy learning new things, I can work very well under pressure and I have the experience to handle manufacturing and solving problematic situations.

WORK EXPERIENCE

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**Warehouse Assistant at Beta Healthcare International**

14thJanuary 2015 – 16th December, 2016

* Set up and operate packaging machines to display accurate code dates.
* Check machines to ensure that they are in proper working condition.
* Adjust machine components according to size and processing angle of each product.
* Load items into packaging machines and adjust speed and flow.
* Set machines to unload finished / packaged products and ensure that they conform to the set standards.
* Inspect and remove defective items or those that do not meet packaging standards.
* Ascertain that packaged materials are appropriately stored and further packed in proper boxes.
* Clean packaging machinery parts and perform both preventative and general maintenance activities.
* Test and evaluate products and verify product weight to conform to quality standards.

**Project Officer Plastic Recycling at Youth Initiatives Kenya (YIKE)**

**June 2013 –December 2014**

* Managing 44 young people working at the plant on a weekly rotating shift.
* Supervising plant maintenance, repair and safe working environment protocol
* Project report writing to the funding donor.
* Sourcing for raw materials from different locations and selling the crashed materials to recycling companies.
* Production accounting and record keeping for the project.
* Networking with different stakeholders and partners for project advancement.

**Youth Entrepreneurship and Microfinance Program Assistant at Youth Initiatives Kenya (YIKE)**

**March 2010 - December 2014 (5 years)**

* Manage accounting and bookkeeping for petty cash of youth microfinance program
* Provide technical business assistance to youth regularly on site.
* Follow-up and collection of loan repayments and bank the proceeds.
* Create and manage loan application and disbursement systems from filling to updating loan performer software which we used to monitor the loans.
* Customer service including handling inquiries from existing clients and potential clients.
* Field visits to assess performance of youth businesses.
* Manage and answer inquiries about youth loans.
* Assist in the planning of future projects and strategic changes.
* Maintained and produced periodic reports from the LoanPerformer system for both internal and external uses.

**Systems Administrator at Youth Initiatives Kenya (YIKE)**

**September 2007 - February 2010 (2 years 6 months)**

* Designed, Installed, and managed Networks, and information communication technology infrastructure of a medium sized NGO.
* Managed YIKE’s onsite Cyber Café.
* Managing and updating of the YIKE Website.
* Checking the information systems at the organization, and ensuring that they are updated and well maintained, including website and newsletter.
* Represent the organization in network meetings with partners and beneficiaries.

**Customer Service Attendant at Parklands Jairia Service Station Ltd**

**February 1, 2006 – July 30th, 2006 (6 months)**

Developed customer service skills and client relations capabilities.

**Office Assistant at K-Rep Bank Limited**

**November 2000 - February 2001 (4 months)**

* On-Site learning of microfinance field and office operations.
* Managed and troubleshot clerical and administrative challenges.
* Attended clients (groups’) meetings.

A CADEMIC BACKGROUND

Eldoret Polytechnic: Diploma in Business Administration, 2001-2004

Friends Secondary School Bukembe: Kenya National Examinations Council (KNEC)

LANGUAGES

English: advanced (written), fluent (spoken)

**REFEREES**

Furnished upon request

DECLARATION

I Felix Maina declare that the information given above is right to the best of my knowledge.