

PERSONAL INFORMATION**Kennedy Okeyo**

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PERSONAL STATEMENT

A graduate with strong communication skills coupled with both analytical and critical thinking abilities. currently i am seeking an entry level job in any organization since am capable to address any relevant issues in any field despite my specialization in Environment science.

WORK EXPERIENCE

19/01/2017–23/03/2017

Intern as operation and quality officer

Oloolaiser water treatment and sewerage company, Kiserian (Kenya)

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- Collect,analyze and document water samples of water from filtration plants.
- Perform routine physical,chemical and bacteriological analysis of sample with appropriate documentation.
- prepare bacteriological media and chemical solutions.
- Make routine bacteriological examination of samples.
- Assist in the preparation of laboratory equipment and supplies for the analysis of water.
- Assist in cleaning and maintaining various laboratory devices,equipment, and surroundings.
- Draft correspondence and reports, and perform other clerical duties related to work activities.
- provide exceptional customer service to those contacted in the course of work.
- Investigate pollution incidents from a scientific and legal viewpoint.
- conduct research to water quality and set up field surveys.
- Visits sites of concern,such as potential sources of pollution or contamination, and sources of complaints about drinking water quality.

04/09/2016–12/11/2016

Financial Adviscer

Madison Insurance Company, Eldoret (Kenya)

- showcase the Madison Asset Brand in the market.
- Generate sales activity reports.
- maintaining good relationships with the clients to ensure their investment objectives and service needs are well served.
- generate own leads and following up leads assigned.
- meeting the sales targets for the various investment products.
- monthly collection and documentation of premiums.

03/05/2016–31/07/2016

Intern as Enviroment,safety and health operator.

Kisumu water and sewerage company, Kisumu (Kenya)

- collects composite samples:performs pH,dissolved oxygen,phosphate,nitrate and other tests.
- checks for proper sludge blanket depth,color and odor.
- records all date in laboratory books:transfers all pertinent information to spreadsheets.

- maintain all laboratory equipment; maintain inventory of lab supplies; sterilizes equipment.
- supervision of the daily operation of the waste treatment plant.
- prepare microbiological media.
- perform quality control and quality assurance test and maintain control procedures in the laboratory.
- prepare solutions, reagents, equipment, apparatus and accessories and other supplies needed at the laboratory.
- prepare and maintain technical reports on results and analysis.
- participate in the collection of waste samples of plant in fluent at various stages of treatment and of plant effluent.
- ensure adherence to safe work practices and procedure as well as Kebs and WHO regulations.
- participate in special projects required.

EDUCATION AND TRAINING

15/01/2011–27/11/2015

Bachelor in Environmental studies

University of Eldoret., Eldoret (Kenya)

- Courses covered included:

Biotechnology, environmental toxicology, environmental chemistry, environmental microbiology, environmental health technologies, waste water management, conservation biology, techniques of assessing Environmental impacts, environmental epidemiology, water, health, food and nutrition, soil and water pollution control, research methods in environmental studies, environmental field techniques, environmental education and extension, genetics and evolution and fundamentals of medical geology.

Ecological techniques and biomerty

18/02/2006–28/11/2009

Kenya Certificate of Secondary Education

Ramba Secondary School, Rarieda (Kenya)

English, Kiswahili, mathematics, biology, physics, chemistry, geography and agriculture.

10/03/2010–20/04/2010

Certificate in computer packages

African Institute of Research and Development Studies., Eldoret (Kenya)

Courses offered;

introduction to computers, Ms windows, Ms word, Ms Excel, Ms powerpoint, Ms access, publisher, Adobe pagemaker, internet and keyboarding.

PERSONAL SKILLS

Communication skills

Good communication skills gained through my experience as a group leader at Kisumu water and sewage company.

Excellent presentation skills obtained through my experience as innovation and creativity team presenter at Kisumu and water sewerage company.

Organisational / managerial skills

leadership (was responsible for a team of six people) at Kisumu water and sewerage company, I also managed to steer my team to second place in research and presentation contest.

Good organisational skills gained as operation and quality officer at Oloolaisyer water and sewerage company.

Other skills Academic writer;passionate on research,i am capable of writting MLA, APA and HAVARD citation styles.
Experience rugby player;participated in Kenya cup series in 2013 as Eldoret rugby player and university league.

Driving licence B, C, D

ADDITIONAL INFORMATION

References Antony.G.Kimaru
Oloolaiser water and sewerage company
Operation,control and Quality Officer
P.O. Box 333-00206
Kiserian,Kenya.
Tel no;0726605070,0724310717.

Amos Odhiambo
Kisumu water and sewerage company
Human resource officer
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