

RESUME

Personal Information

NAME: Simon Karinga Ngugi
NATIONALITY: Kenyan
LANGUAGE: English, Kiswahili.
RELIGION: Christian.
MARITAL STATUS: Married.
ADDRESS: P.O. Box, 48 – 00209 Loitokitok.
TELEPHONE: +254-727 131625
E-MAIL: karingasimon@gmail.com

Career Objective:

- To be a professional manager of natural resources and environmental issues in any organization and to embrace the wise use and protection of environment to achieve sustainable development and utilization of those resources.

VISION: To be successful in life and assist the less fortunate in the society.

Education Background:

YEAR	INSTITUTION	QUALIFICATION
2006June-2007	Kenya Wildlife Service Training Institute	Diploma in Environmental Management. Upper credit (72 %)
2000- 2002 Oct	Kitengela Institute of information technology P.O Box Kitengela	Diploma In computer Operations.
1996 – 1999	Oloitokitok secondary school P.O. Box 29 Loitokitok	K.C.S.E Certificate Mean Grade C- (Minus)
1988 – 1995	Illasit primary school P.O. BOX 48, Loitokitok	K.CP.E Certificate 404 out of 700 Marks.

Skills:

- Proficiency in Information Technology (IT) Applications

- **Computer Proficiency** (Ms Office)-Ms word, Ms Excel, Ms Access (Able to type quickly and accurately)
- Able to deal with computer hardware and all trouble shooting with various programmes.
- **Fluent spoken** English, Swahili & Basic spoken and written French.
- Survival techniques including.
- Able to drive different types of vehicles and ride motorbikes.(**CLEAN BCE /ART LICENCE**)

WORK EXPERIENCE:

- i) FROM 9 July 2002 TO 20th April 2006 Rolex garments EPZ limited worked as a Quality assurance senior supervisor.
- ii) FROM 9th September TO 30th November 2007:-working as an environmental officer in Naivasha municipal council.
- iii) From December 2007 to June 2009: Working as an It technician and computer programmer for Namelok Cyber Café in Loitokitok.
- iv) From June 2009 to March 2010: Working as an accountant/Manager with Kenol nice Nyama centre Machakos.
- V) May 2010 –November 2013: Operations Manager HIAGRO (E.A) Services (Environment, Occupation health and safety Consultants.
- Vi) December 2013 – Present: Public Relations manager, Namelok Services.

Other Experience in up to date.

From September 2007 to date: (Part time basis)Volunteer with Kimana youth for environment as an educator in Natural resources conservation and wise use.
 Health and safety committee chairman
 Facilitated a course in (Disaster Management) in Kijabe Hospital.
 Occupational health and safety training as a Health and Safety Committee member.
 Conducted health and safety audits in various firms including and not limited to, Royal Garments EPZ, Nodor Kenya EPZ, East African Cables, and the various flower farms in Naivasha, EA Star flowers, Tex Gas among others.

Personal involvement tasks:

- ♣ Carrying out general field inspection and supervisory work and reporting to the Field Officers;
- ♣ Attending community and project meetings, seminars and workshops;
- ♣ Attending to workshops and other environmental oriented meetings
- ♣ Carrying out EIA and EA and preparing reports on the same.
- ♣ Conducting education and awareness on environment health and safety issues amongst staff.
- ♣ Collection of data and information from other relevant institutions e.g. NEMA and Government Ministries;
- ♣ Filling in questionnaires for socio-economic analysis
- ♣ Carrying out occupational health and safety trainings and audits in various firms and organizations and preparing reports and recommendations.
- ♣ Coordinating with NITA/DIT on behalf of the client to ensure that they are refunded as per the law.

Experiences achieved:

- Working under pressure to meet required deadlines improved my time management skills;
- Carrying out tasks meant for others in their absence enhanced my interpersonal relation skills;
- Working in ecologically harsh semi-arid environments prepared me in terms of working conditions;
- Working under minimum supervision enhanced my ability to be creative and innovative.
- Learnt to be honest and hardworking.
- Able to relate with different people and their culture without any problems.

Extra Curricula Activities

Positions in Clubs/Leadership Roles:

- Treasurer for the first semester field training programme at the Kenya wildlife service training institute.
- Vice chairman for the first semester field training programme at the Kenya wildlife service training institute.
- I was in the health and safety committee in Rolex and Royal garment EPZ limited for a period of three years and one year respectively since their establishments.
- Chaired the health and safety committee for Royal Garments EPZ limited.
- Environment, Health and safety officer for SS Mehta and Sons Limited in Olkaria.

Hobbies

- Reading and writing especially poems, swimming, sporting, socializing and nature trialling.
-

REFEREES

Fransiscah Jane Wamboi
Lecturer,
Kenya Wildlife Services Training Institute.
P.O. Box 842
Naivasha
Tel +254 722 726 713
Email: jwamboi@yahoo.com

Mary Njuguna
Staff Education Coordinator
Kijabe Hospital
P.O.Box 20
Kijabe
Tel +254 733 235 431.

Daniel Kiige
Principal Consultant
Hiagro EA Services
P.O.Box 20269 - 00100 Nairobi
0720 95 60 64

