**CURRICULUM VITAE**

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**Name** : Silvester Omondi Ohanga

**Profession** : Inventory and Tires Manager

**Date of Birth** : 12 October 1978

**Years of experience** : 12 Years

**Nationality** : Kenyan

**Current employer** : Self employed

**Marital Status** : Married

**Home Address** : P O Box 17696-00500 Nairobi.

**Tel** : Mobile +254-700-468-750/0700468750

**Email Address** : [omondisilv@yahoo.com](mailto:omondisilv@yahoo.com/) / silverden19@gmail.com

**Membership in Community Organizations**

American Heart Association

Chairman of Maisha Bora Youth Group–Naivasha

Bishop-Church Of Jesus Christ Of Latter-day Saints -Nairobi, Kenya

**FIRST AID EXPERIENCE**

* 2013-To Date-Emergency Medical Services Instructor
* First Aid Instructor
* CPR AED Instructor

**CHURCH EXPERIENCE**

2015-to date- Bishop 2nd Ward, Church ofJesus Christ Of Latter-day Saints-Nairobi, Kenya

2012 Dec-date- Bishopric- Church ofJesus Christ Of Latter-day Saints-Nairobi, Kenya

2011 – 2012-Branch President Naivasha Branch, Kenya

2000-2002-Full time missionary for the Church ofJesus Christ of Latter-day Saints (Kenya Nairobi Mission)

**Key Qualifications:**

* Trained in organization and communication skills
* Trained in employee relations and company law
* Trained in Quality Customer care
* Financial Management skills
* Trained in Administration Management
* Experienced in purchasing and supplies management
* Experienced in stores logistics and management
* Experienced in NEMA requirements and standards for workshops
* Skilled in computer applications including Ms Word, Ms Excel, Ms Power point, Ms Access, Roadbase and Budini.
* Holder of a valid Kenyan passport and clean Driving license.

**Education:**

**Brigham Young University-USA**

**Jan 2019: Degree in Applied Business Management**

* Business Statistics
* Financial Management
* Managerial Accounting
* Production and Operations Management
* International Business Management

**Anderson Human Capital**

**Jan 2014: Certificate in Management Skills**

* Management, leadership and supervision
* People Management
* Performance Management
* Effective Communication
* Delegation
* Managing Change

**KENYA INSTITUTE OF MANAGEMENT**

* Year: 2010-2012
* Course: Diploma in Business Management

**Course Studied**

* Financial And Cost Accounting
* Strategic Management
* Procurement and supply chain management
* Practice of Consultancy
* Quantitative Techniques
* Marketing Management

**Universal College of East Africa, Nairobi**

* Year: September2002-September 2003
* A.B.M.A (Association of Business Managers &Administrators UK) –Diploma
* Course: Diploma in Computer Systems Engineering and Hardware Maintenance

**OTHER QUALIFICATIONS**

* Certificate - Tyre management programme
* Certificate – Tyre Management System(Budini)
* Certificate- Fleet Management
* Language Translator
* Database Management
* Software Installation(Programs)
* Hardware Installation
* Repair & Maintenance of computer systems
* Programs Usage (Ms Excel, Ms Word, Ms Outlook, Ms PowerPoint

**Dandora Secondary School, Nairobi**

* Year: 1995-1998
* K.C.S.E (Kenya Certificate of Secondary Education)
* Deputy Head boy
* Participant in Science Congress

**Malanga Primary School, Nyanza, Kenya**

* Year: 1987-1994
* K.C.P.E (Kenya Certificate of Primary Education)
* Participant in Debate Classes

**Employment Record:**

2019 Mar-To date : Roy Transmotors

2018 Aug-2019 : Modern Coast Express Ltd-Stores Manager

2013 Sep-2018 Aug : Roy hauliers-Inventory and tires Manager

2012-2013 Sept : Roy Hauliers Ltd- Tyre Officer

2006 – 2012 : Finlay Horticulture Kenya Ltd – Supervisor- Workshop

2005 – 2006 : Kingsway Tyres Ltd – Tyre Management Expert

2002 – 2005 : Portland Tyre Retreaders Ltd –Fleet Service Coordinator and Tyre Expert.

**Key experience:**

* Administration and management of Employees
* Tyre management and consultation
* Inventory Management
* Risk identification and control
* Property management and Real Estate specialist
* Proper implementation of workshop job-ecard system
* Ability to maintain databases, retrieve and generate reports for management purposes
* Good work planning and co-ordination of employees
* Time management
* Employee and work control.
* Health and safety standard promotion and management at the workshop.

**Supervisory and Management Experience Record:**

**March 2019- To date : Tires Manager- Roy Transmotors**

* + - Management and control of tyre costs
    - Management of tyre inspections
    - Ordering of new tyres and tubes
* Training of drivers and tyre employees in tyre maintenance
* Overseeing the Overall workshop and stores department daily operations
* Monitoring Stock movement on daily basis
* Overseeing monthly stock takes of parts in the stores
* Evaluation of quality parts against prices as supplied by suppliers
* Evaluation of suppliers on quality and turnaround
* Management and Control of usage of Engine oil
* Management and control of tools usage
* Implementation of daily spare issuing procedure
* Control and management of sensitive parts on daily basis
* Managing parts sent out for refurbishment and repairs
* Coordinate workshop activities with stores activities
* Implementation of breakdown analysis and usage of breakdown registers.
* Overseeing Safety and Health within the departments
* Participation in interviews and recruitment of staffs
* Advising the finance director on vital cost cutting measures.
* Reporting on Key Performance Indicators(KPI) to the CEO

**August 2018-2019: Modern Coast Express (MCBC)**

**Head of Stores**

* + - General stocks management
    - Creation and implementation of QuickBooks online
    - Training staff on QuickBooks management
    - Creation of SKU codes for all modern stores
    - Suppliers appraisal and management
    - Management and control of tyre costs
* Training of drivers and tyre employees on tyre maintenance
* Tyre inspections and alignment checks
* Setting Tyre Key perfomance Indicators
* Tyre failure analysis(TFA)
* Overseeing budini Fleet Management (Tyre Management Software) update
* Overseeing the Overall stores department daily operations
* Driver training in tyres and safe driving
* Monitoring Stock movement on daily basis
* Ordering of Parts from the suppliers
* Parts failure analysis on weekly basis
* Overseeing monthly stock takes of parts in the stores
* Evaluation of quality parts against prices as supplied by suppliers
* Evaluation of suppliers on quality and turnaround
* Management and Control of usage of Engine oil
* Management and control of tools usage
* Implementation of daily spare issuing procedure
* Control and management of sensitive parts on daily basis
* Managing parts sent out for refurbishment and repairs
* Coordinate workshop activities with stores activities
* Implementation of breakdown analysis and usage of breakdown registers.
* Overseeing Safety and Health within the departments
* Participation in interviews and recruitment of staffs
* Work hand in hand with the director and the company chief operations officer to achieve the company's vision.

**October 2013 -2018 August Roy Hauliers Ltd**

**Inventory Manager-Reporting to Finance and Administration Director**

* + - Vehicle parts/spares management
    - Management and control of tyre costs
    - Tyre retread factory management
    - Alignment and tyre inspections
    - Ordering of new tyres and tubes
* Training of drivers and tyre employees in tyre maintenance
* Budini Fleet Management (Tyre Management Software)
* Overseeing the Overall workshop and stores department daily operations
* Monitoring Stock movement on daily basis
* Ordering of Parts from the suppliers
* Parts failure analysis on weekly basis
* Overseeing monthly stock takes of parts in the stores
* Evaluation of quality parts against prices as supplied by suppliers
* Evaluation of suppliers on quality and turnaround
* Management and Control of usage of Engine oil
* Management and control of tools usage
* Implementation of daily spare issuing procedure
* Control and management of sensitive parts on daily basis
* Managing parts sent out for refurbishment and repairs
* Coordinate workshop activities with stores activities
* Implementation of breakdown analysis and usage of breakdown registers.
* Overseeing Safety and Health within the departments
* Participation in interviews and recruitment of staffs
* Advising the finance director on vital cost cutting measures.
* Reporting on Key Performance Indicators(KPI) to the CEO

**Sept 2012-Oct 2013: Roy Hauliers Ltd**

**Tyre Officer–Reporting to Finance and Administration Director**

* Management and control of tyre costs
* Training of drivers and tyre employees on tyre maintenance
* Budini Fleet Management Operator(Tyre Management Software)
  + - Maintaining work plans, attendance records, overtime, as well as assigning duties, coordinating and delegating work-flow amongst employees and other subordinate staff.
* Overseeing Safety and Health within the department
* Ensuring the employees follow safety measures
  + - Participation in interviews and recruitment of Tyre staff as maybe required.
* Developing Job descriptions for Tyre staffs
  + - Establishing Work procedures for Tyre staffs and implementation of Budini Fleet management and reports.
    - Close monitoring of vehicles and their Tyre performance
* Building supplier relations and development
* Building customer relations and development
* Presentation of reports at the general council meetings
* Controlling of monthly tyre budget
* Controlling the Tyrescrap levels.

**June 2006-Sept 2012 Finlay Horticulture (K) Ltd.**

**Supervisor – Workshop and Services**

* Tyreand Stores Management withinNaivasha Region
* Tyre Stock Supervision
* TyreScrap Management
* Training of drivers and tyre employees
* BudiniFleet Management Operator(Tyre Management Software)
* Close monitoring and supervision of employees within workshop department
* Proper Supervision of over 350 Running Fleets
* Supervision and Maintenance ofover 1500running wheels
* Overseeing Safety and Health within the workshop
* Training employees on safety measures
* Implementing measures for Reduction of Risks within the workshop
* Proper Tyre Maintenance and constant advice to the General Manager
* Efficient Record Keeping of all Tyre Movements
  + - Procurement and logistical follow-ups, including detailed recordings of Tyre and parts stock levels, purchasing, receiving and issuing vehicle parts.
    - Participation in interviews and recruitment of Tyrestaff and Store personnel as maybe required.
    - Maintaining work plans, attendance records, overtime, as well as assigning duties, coordinating and delegating work-flow amongst employees and other subordinate staff.
    - Maintaining methods of tracking productivity, efficiency and work quality.
    - Establishing and maintaining practices designed to train and develop the departmental staff
    - Management and implementation of Budini Fleet management and reports.
    - Close monitoring of vehicles and their Tyre performance
    - Ensuring vehicle inspection records are kept up to date
    - Updating and maintaining the register on all vehicles and Tyres
    - Diagnose and report defective vehicles on daily basis
    - Inventing measures of Tyre cost reduction
* Controlling the Tyrescrap levels.

**2005Nov to 2006 Kingsway Tyres Ltd**

**Tyre Management Expert**

* Tyreand Stores Management withinNaivasha Region
* Tyre Stock Supervision
* TyreScrap Management
* Training of drivers and tyre employees
* Promotion of Health and safety standards
* Updating and maintaining the register on all vehicles and Tyres
* Diagnose and report defective vehicles on daily basis
* Establishing measures of Tyre cost reduction

**2002 Octto 2005 Portland TyreRetreaders(K) Ltd**

**Fleet Service Coordinator and Tyre Expert**

* Maintenance of Fleetand tyrerecords,
* Maintaining good work plans,
* Preparation of work reports.
* Arrangement of Tyreshipmentand processing of orders.
* Tracking of tyre performance
* Training of drivers and tyre employees.
* Tyre buffing and manufacturing.
* Ensuring reduced cost of operation
* Overseeing transport operations
* Customer advice and training on Tyres
* Overseeing the health and safety standards for employees.

**PART TIME/EXTRA CURRICULAR ACTIVITIES**

* **2003-To date**- Translator- The church of Jesus Christ of Latter Day Saints

**VOLUNTEER EXPERIENCE**

**YEAR:**2000-2002(August)

**ACTIVITY:** Full Time Missionary Representative in Kenya and Tanzania

**THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS**

# Duties and responsibilities

* Teaching families and individuals about the gospel of Jesus Christ
* Reuniting of the families
* Community service to the society and families
* Assisting the poor, the sick, and the community at large.
* Supporting of activities from the government that positively affects the community
* Teaching English languages to the community and schools
* Encouraging positive living amongst different communities, with different ideologies.

**COUNTRIES VISITED**

1. South Africa
2. Tanzania
3. Uganda

**HOBBIES**

1. Soccer
2. Rhino charge
3. Mountain Climbing
4. Touring

**Languages**

**Language Speaking Reading Writing**

Dholuo Excellent Excellent Excellent

English Excellent Excellent Excellent

Kamba Fair FairFair

Swahili Excellent Excellent Excellent

Kikuyu Fair Fair Fair

**Referees:**

|  |  |  |
| --- | --- | --- |
| Mrs. Dorothy Gitonga | Justus Suchi | Jose Joseph |
| Translation Supervisor | Program Manager | Finance and Administration Manager |
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