

# **CURRICULUM VITAE**

## **PERSONAL INFORMATION**

**NAME: PETER KARIUKI GATHIRWA**

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**Nationality: Kenyan**

**Resident of: Kenya**

**Birth date: 15<sup>th</sup> March, 1967**

**Gender: Male**

**Marital Status: Married**

**Number of**

**Dependents: 4**

**Vision:**

To add value and maximize on profit by improving operational efficiencies and effectiveness by maximizing on utilization of the available scarce resources.

**Keys for Success:**

- Integrity
- Ethics
- Leadership
- Teamwork
- Training
- Recognition
- Communication
- Continuous Improvement

## **CAREER OBJECTIVE**

To find a challenging position to meet my competencies, capabilities, skills, education and experience.

## **PROFESSIONAL EXPERIENCE**

**2016-present : Chief Executive Officer (C.E.O) - Maika Investment**

### **Functions;**

1. Establishes production standards of efficiency, minimum wastages and maximum utilization of resources (machines, raw material and manpower).
2. Supervises production processes to ensure implementation of company standards.
3. Prepares annual production plans and approve the production,
4. Coordinates with sales persons to ;
  - a. Plan production capacities according to yearly sales projections.
  - b. Monitor production vs. sales to review production schedule accordingly.
  - c. Apply effective modification on production plan for timely production of special orders.
5. Ensure smooth supply of raw materials.
6. Establishes quality control standards and ensures strict adherence to those standards.
7. Manage maintenance department and apply the preventive maintenance program on all machines and equipment to minimize problems and shutdown scheduling to ensure timely and appropriate solutions are adopted avoiding major breakdown.
8. Prepares annual manpower plan. Makes sure all vacant positions are filled in coordination with personnel manager.
9. Prepares employees safety procedures and makes sure that these procedures are enforced.
10. Prepare short and long term plans to determine the manufacturing objectives.

Participate in preparing, reviewing and evaluating the production costs to ensure the company cost are efficient.

## **ACHIEVEMENT IN THE COMPANY;**

1. Set up the company with initial capital of fifty million shillings (50 Million).
2. Set up the structure, establish the main company and two subsidiary companies.
3. Increase monthly income from Kenyan shillings four million (4 Million) to ten millions (10 Million).
4. Increase annual income from Kenyan shillings fifty million (50 Million) to one hundred and fifty million (150 Million).
5. Increased man power in the company from 10 employees to about 100.

**2014-2016**

**Mount Kenya University - Campus Administrator (Kitale Campus)**

### **Functions;**

1. Purchase of campus equipments and materials.
2. Manage campus farm.
3. Make sales of farm produce and report to the Deputy Director  
Administration, finance and planning.
4. Track students fee payment.
5. Manage campus vehicle, transportation and students trip.
6. Manage students' accommodation.
7. Manage campus security.
8. Supervise cleaning.
9. Marketing of the campus so as to increase student's enrollment.
10. Monitor student's enrollment.

## **2005- 2007: Ministry of Health- District Accountant –Lugari District**

### **Functions:**

1. Managing all global fund finances on HIV, Malaria and Tuberculosis.
2. Managing all other donor funds available to the Ministry at the District Level.
3. Supervising, collection, administration, banking and usage of all cost-sharing funds in the district that is one district hospital, 3 sub-district hospitals, 15 health Centres, and 17 dispensaries in the District.
4. Preparing Annual accounts of all Ministry of Health projects for internal and external audit by the Controller and Auditor general.
5. Training of all level Ministry Staff on accounting procedures to increase efficiency and effectiveness.
6. Coordinates with procurement officers to ensure smooth supply of raw materials.
7. Establish accounting units on all health Institutions in the district.
8. Preparing timely reports and statement of Expenditure (SOEs).
9. Making payments to all Ministry Expenditures and procurements of the district level.
10. Liaising with the District treasury and Ministry Headquarter on all financial matters in the District.

## **2003-2004: Manager- Sугоi Children’s Home and School**

### **Functions:-**

1. Supervising all employees in the Institution.
2. Co-ordination of the Home section.
3. Co-ordination of the School Section.
4. Co-ordination of the farm section.
5. Payment of salaries to all employees.

6. Purchase of the Institution Monthly requirement as per requests.
7. Taking minutes of the Board of Management meetings (Project Management Committee).

**1999-2000: District Trade Development Officer- Ministry of Trade - Government of Kenya (Keiyo /Marakwet Districts)**

**Functions:-**

1. Licensing and vetting of businesses in the District.
2. Supervising all Ministry staff in district.
3. Supervising and managing a small scale trader's development loan scheme covering in the Districts of Keiyo and Marakwet.
4. Training of business people on simple book keeping and management of small businesses.
5. Liaising with Chambers of Commerce and Industry on business matters in the two Districts.
6. Advising the Ministry Headquarters on trade trends and opportunities for industrial developments in the two Districts.
7. Setting targets for all employees and mobilizing resources towards achieving those set targets.

**1993-1999: Trade Development Officer- Ministry of Trade- Government of Kenya (Makueni District)**

**Functions:-**

1. Licensing and vetting of businesses in the district.
2. Assisting the District Trade Development Officer with the day-to-day running of the district office.
3. Supervising all Ministry staff in district.
4. Supervising and managing a small scale trader' development loan scheme covering Makueni district.
5. Liaising with Chambers of Commerce and Industry on business matters in the Districts.

6. Advising the Ministry Headquarters on trade trends and opportunities for industrial developments in the District.
7. Setting targets for all employees and mobilizing resources towards achieving those set targets.
8. Preparing and submitting timely and accurate Monthly/yearly reports.
9. Identifying training and development needs of the Ministry staff in the District and recommending to the Ministry Headquarters for further development or otherwise.

**1992: Field researcher supervisor Steadman and associates Nairobi**

**Functions;**

1. Supervising researchers on various products throughout Kenya.
2. Reporting on the field performing of researchers and recommending further training and development or otherwise. 3.  
Recruitment of field researchers.
4. Organizing logistics for the field researchers throughout Kenya.
5. Helping in the simulation and computation of data collected for advise to various clients

**1992: Field researcher- Research international East Africa**

**Functions**

1. Carrying out door to door research on various consumer products such as Omo, Kimbo, Colgate, Roll on etc.
2. Compiling the collected data from the field for reporting and necessary information.
3. Being a team player in the collection of the data
4. Designing questionnaires for use by the field researchers.

**EDUCATION**

**2014-2016: Mount Kenya University**

Masters in Business Administration Degree

Strategic Management option

**1988-1991: University of Nairobi**

Bachelors of Commerce

Business Administration Option

**2<sup>nd</sup> Class Honors**

**1986- 1987: St Paul's Amukura High School,**

Kenya Advanced Certificate of Education (K.A.C.E)

16 Points (4 Principals and 1Subsidiary)

**1982-1985: Mukumu Boys High School**

Kenya Certificates of Secondary Education KCE

K.C.S.E Division **One 22 points**

**1974-1981: Likuyani Primary School**

Certificate of Primary Education (C.P.E) **33 Points**

**TRAINING**

**March 2007: Financial Management Course**

Kenya Institute of Administration

Certificate in Government Financial Management and Cycle

**October 2006: Injection Safety Supply Management Course**

Institution of Health in conjunction with JSI, Research and Training Institute and MMIS making medical injection safer.

**August 1999: Diploma in Theology- Presbyterians University College**

Certificate in Theological Education be extension

The courses included:

1. Introduction to the new testament
2. Introduction to the old testament
3. Preaching
4. Gospel of Mark
5. Church history
6. Jeremiah
7. Introduction to Biblical Theology

**October 1999: Strategic Planning Workshop for SARDEP (Semi-Arid Rural Development Program) ETC East Africa**

Tools used included:

1. Participation Analysis
2. Objective Analysis
3. Alternate Analysis
4. Construction of project planning matrix

Development of plan of action

**1997: Pre-University Training - National Youth Service**

Certificate in

1. Personal fitness
2. Footdrill
3. First aid
4. Campcraft
5. Fire fighting
6. Lecturers on national development issues and strategies

**ACCOMPLISHMENT AND COMMUNITY INVOLVEMENT**

- i. **2013 – Present:** Chairman Presbyterian Church of East Africa (P.C.E.A) Soy church, Soy Parish, Eldoret presbytery. Since 2013 the number of members in the church has grown from 50 members to 300 member, the church has monthly tithes of Kenyan shillings 1 million, monthly offertory of Kenyan shillings 1.1 million
- ii. **2016-todate:** Chairman Board of management of Sugoi Secondary school.



- iii. **2013-todate:** Board member Soy Township Academy. Soy township Academy has a population of 250 students with an income of 10 million per term generated from school projects and fees paid by the students.
- iv. **2015-todate:** Chairman of (P.C.E.A) Parish Development Committee (P.D.E).The development committee handles 10 million shillings quarterly for the development of the 6 churches in the parish.
- v. **2015:** Team leader of the team that drafted the SOY DEVELOPERS company's constitution-a community development company (Sacco)
- vi. **2015-todate:** Treasurer of SOY DEVELOPERS Company with an annual income of Kenyan shilling 50 million.

## **NATIONAL ASSAINGMENTS**

### **(December) 2007; Presiding Officer- Electoral Commission of Kenya**

#### **Functions:**

1. Training of election officials on election procedures.
2. Supervising election officials during material voting and counting days.
3. Safe keeping and surrender of all election materials during the elections.
4. Assisting illiterate voters to make informed choices of leaders.
5. Conducting general election.

### **(December) 2005; Presiding Officer (Referendum) - Electoral Commission of Kenya**

#### **Functions: -**

1. Training of election officials on election procedures.
2. Supervising election officials during material voting and counting days.
3. Safe keeping and surrender of all election materials during the elections.
4. Assisting illiterate voters to make informed choices of leaders

5. Conducting the referendum of 2005.

**(December) 2002: Presiding Officer- Electoral Commission of Kenya**

**Functions: -**

1. Training of election officials on election procedures.
2. Supervising election officials during material voting and counting days.
3. Safe keeping and surrender of all election materials during the elections.
4. Assisting illiterate voters to make informed choices of leaders.
5. Conducting the referendum of 2005.

**SKILLS**

**Certificate in Computer application packages**

| <b>Skill</b>        | <b>Grade</b> | <b>Institution</b> |                    |
|---------------------|--------------|--------------------|--------------------|
| MS Word             | Distinction  | Bloomerg           | Training Institute |
| MS Excel            | Distinction  | “                  |                    |
| MS Excel            | Distinction  | “                  |                    |
| MS Access           | Distinction  | “                  |                    |
| MS PowerPoint       | Distinction  | “                  |                    |
| Adobe PageMaker     | Distinction  | “                  |                    |
| Internet and E-mail | Distinction  | “                  |                    |

## LANGUAGES

| Language  | Level  |
|-----------|--------|
| Kikuyu    | Expert |
| Kiswahili | Expert |
| English   | Expert |

## INTERESTS

During my free time, I like reading the Bible and novels, teaching, preaching, guiding and counseling men and youth on day to day life issues, making new friends.

## REFERENCES

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