

## CURRICULUM VITAE

### **PERSONAL INFORMATION**

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### **CAREER OBJECTIVE:**

To promote a safe and health workplace by implementing effective systems for the prevention of occupational diseases, ill health accidents at work place and damage of property in order to reduce the cost of production and improve productivity in the work place by utilizing the abilities have developed through various trainings, work experience and my academic work.

### **PROFILE SUMMARY**

I am a team player with a commitment to Safety and Health. I have the ability to communicate confidently at all levels. With a reputation for delivering high quality and personal service to my work, I possess plenty of initiative and a great desire to contribute to the ongoing success of the organization. Apart from being highly organized, I believe my strong background and experience in Occupational Safety and Health makes me a great asset for your organization.

### **SKILLS & COMPETENCE**

- A genuine interest in developing a career in Occupational Safety and Health.
- Strong administrative and organizational skills.
- The ability to act in a confidential and sensitive manner.
- Ability to work accurately, with good intentions to detail.
- I am personable; able to comfortably and pleasantly deal with a variety of people.
- Excellent presentation, negotiation, public relation and relationship building skills.
- I am flexible, patient and empathetic.
- I have problem solving capabilities.
- Abilities to correctly make decisions involving client issues.
- I have excellent interpersonal skills that enable me to have easy flow with colleagues at all times.
- Excellent data entry skills and Presentation skills.
- Excellent verbal and written communication skills.
- Proficient in Kiswahili and English both verbal and written.
- Excellent Microsoft office skills , Ms Word, Ms Excel, PowerPoint, Ms Outlook.

## **WORK EXPERIENCE**

### **Organization : Kaileys Consortium Limited**

Kaileys Consortium is a recognized provider of Occupational Health, Safety and Environmental consulting services that are focused in ensuring clients meet and exceed legislative requirements whilst empowering them with knowledge, systems and processes to self manage into the future.

### **Position : Health and Safety Consultant**

**Reporting to : Quality Safety Health and Environment Officer**

**August 2020 - January 2021**

### **Responsibilities.**

- Ensure compliance with Environmental, Health and Safety laws and requirements.
- Conducting safety audits for various organizations.
- Continually maintain an appropriate level of awareness, knowledge and preparedness across organizations.
- Lead formal risk assessments for the evaluation and management of occupation EHS hazards across the company's activities.
- Conducting statutory trainings i.e First Aid, Fire Safety and Occupational Health and Safety for various companies like Construction, Manufacturing and large scale Flower farms.
- Investigating health-related complaints and cases of ill health.
- Carrying out risk assessments and site inspections.
- Determining ways of reducing risks.
- Compiling statistics and writing audit reports.
- Liaising with external health and safety authorities.
- Keeping up to date and ensuring compliance with current health and safety legislation.

### **Organization : National Bank of Kenya, Head Office**

### **Human Resource - Wellness Department**

National Bank of Kenya is a subsidiary of KCB Group PLC and are licensed by Central Bank of Kenya. National Bank offers a range of commercial banking products to Personal, Small and Medium Enterprises and Corporate Banking customers.

**Position : Attache'**  
**Reporting to : Wellness Manager**  
**May 2019 - August 2019**

### **Responsibilities**

- Ensure compliance to the OSHA 2007 and related requirements, safety procedures and other related statutory requirements.
- Training workers on fundamentals issues to do with Occupational Safety and Health, Fire Safety and First Aid.
- Raise awareness about Safety, health and welfare and implementation of instructions.
- Make reports and investigations following dangerous situations, accidents and near misses.
- Planning safety and health inspections and implementation of the corrective actions.
- Lead formal risk assessment for the evaluation and management of occupational, environmental, health safety hazards across the company's activities and branches.
- Continually maintain an appropriate level of awareness, knowledge and preparedness across the organization which should include first aid and fire safety.
- Assisting department with their recruitment needs through shortlisting candidates, scheduling interviews and calling candidates.
- Preparing Human Resource related reports as needed example, training budgets by departments.
- Participating in organizing company events and career days.
- Preparing and booking board rooms for meetings.
- Updating employee records with new hire information.

## **EDUCATIONAL BACKGROUND**

**2017 to 2020:** Kenyatta University  
**Bachelor of Science (Occupational Health and Safety)**  
**(Yet to graduate)**

**2013-2016 :** Muthale Girls Secondary School  
**Kenya Certificate of Secondary Education**  
**B**

**2007-2012:** Makutano AIC Primary School  
**Kenya Certificate of Primary Education**  
**B+**

## **TRAININGS**

Training in occupational safety and health

Certificate of training in first aiding

Training in fire safety

Training in Stress Management

Gender Training.

**Independent Electoral and Boundaries commission**

Trained as a polling clerk

## REFERENCE

Please feel free to contact the under mentioned in regard to my competence for the job at hand

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