Name of Firm: JKUAT Enterprises Ltd.

Name of Staff: James Muasya Kabutugwa

Position: Project Assistant – Consultancy Division

Date of Birth: June 01, 1987

Years with Firm: 3 years

Nationality: Kenyan

Detailed Tasks Assigned:

Project management

Coordinating project meetings and negotiations

Identifying and recruiting strategic partners in implementing various projects

Sourcing of new business opportunities

Key Qualifications:

Project Management Professional – Kenya Institute of Project Management (Ongoing)

BBA Finance (2nd Class Upper) – St. Paul’s University

Kenya Certificate of Secondary Education – Mufu Secondary School

Key Consultancies & Projects

Development of MOBIGROW Farmers Training Handbook for KCB

Staff augmentation program with KRA

Refurbishment of KRA’s Contact Center and Cyber Command Center

Development of Marketing Strategy for KRA

Installation of Structured Cable Network for NCRC

Development of an online Tea Trading Platform

Employment Record:

**August 2016 – To Present: JKUAT Enterprises Ltd**

 **Job Position: Project Assistant – Consultancy Division**

**Brief Overview:**

I am responsible for creating support structures for the various new and ongoing projects. This is by ensuring strategic partners and suppliers are well documented as per our company’s procurement policies. In addition to this, I am involved in sourcing for new business and presenting its merits to the Division Head.

**Key Roles and responsibilities**

* Assist in project implementation,
* Assist in budget preparation, monthly and annual financial reporting,
* Assist in the delivery of agreed division targets both strategic and financial,
* Coordinating project meetings and negotiations,
* Sourcing for strategic partners to work with on the various projects under our department,

**January 2016 – July 2016: JKUAT Enterprises Ltd**

 **Job Position: Intern – Consultancy Division**

**Brief Overview:**

My responsibilities included the preparation of tender documents and ensuring all the projects under the consultancy division were running smoothly.

**Key Roles and responsibilities**

* Heading Business Process Modelling unit,
* Coordinating project meetings,
* Sourcing for system vendors,
* Sourcing for training opportunities

**January 2015 – April 2015: District Treasury Nakuru**

**Job Position: Attachment**

**Brief Overview:**

To build and match the knowledge attained in class to the real work environment.

**Major Job Functions**

* Voucher preparation, inspection, and examination.
* Vote book control
* Computer ledger management system

Bank reconciliation etc.