



**COLLINS OTIENO**

Senior Supervisor

**Contact**

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**Languages**

English , Kiswahili and Luo

**Nationality**

Kenyan

## **Personal profile**

As senior Supervisor with exceptional experience leading teams, delivering results and exceeding expectations. Creative and motivated leader adept at utilizing exceptional design and planning strengths to accomplish complex projects. Skilled in teaching new concepts and best practice strategies.

Experienced Supervisor leads team members to complete jobs on-time. Assigns tasks, trains employees, and implements company procedures. Excellent communication and listening skills. Provides leadership and vision, driving teams to meet goals.

Accomplished Supervisor focused on meeting customer expectations and achieving company goals. Drives success by directing high-producing teams while developing lasting employee rapport. Exceptional knowledge of cost-reduction methods and streamlining production processes.

Energetic Supervisor successful at motivating and building positive team dynamics to accomplish aggressive goals. Dedicated to open, communicative culture where employees feel empowered to contribute to company's success.

Experienced with team leadership and operational management. Utilizes strong organizational skills to optimize workflow and improve team efficiency. Track record of fostering collaborative work environment to achieve collective goals.

Skilled professional ready to excel in leadership role with focus on results-driven performance. Proven ability to streamline operations and foster team collaboration to achieve organizational goals. Known for reliability and adaptability in meeting changing demands while maintaining high standards.

## **Skills**

- Leadership & Staff Management
- Operations Management
- Process Improvement
- Schedule Development
- Decision-Making
- Team Building
- Training & Mentoring
- Goal Orientation
- Complex Problem-Solving
- Conflict Resolution
- Quality Control
- Risk Management
- Effective Communication

## **Work experience**

### **2019- 2022: Supervisor Monse Building & Contactor services company**

- Mentored junior staff members in their career development, sharing knowledge from years of experience in the field.
- Enhanced communication within the team by holding regular meetings and encouraging open dialogue among all members.
- Increased team productivity by implementing efficient workflows and setting clear expectations for staff members.
- Demonstrated commitment to the organization's core values, leading by example and fostering a culture of excellence.
- Reduced employee turnover by fostering a positive work environment and providing ongoing feedback to staff members.
- Facilitated seamless communication between departments, ensuring that all teams were aligned with company goals.
- Led successful project completions under tight deadlines, coordinating effectively across multiple teams.
- Oversaw compliance with industry regulations and company policies, ensuring safe and legal operational environment.
- Achieved significant improvements in operational efficiency,
- Enhanced team productivity by streamlining workflow processes and implementing efficient scheduling systems.
- Increased customer retention rates by implementing customer feedback into actionable improvements.
- Maintained high safety standards to ensure secure workplace for all employees and visitors.
- Conducted thorough employee evaluations to identify areas for growth and development, leading to more skilled workforce.

Pioneered adoption of new technologies that streamlined tasks and enhanced productivity across team.

## Work Experience

**2023 - to date : Supervisor at *Hurara Best Builders , Mombasa (Awards NCA NO:005/SS/25/89425)***

- Oversaw daily operations of the department, ensuring smooth workflow and timely completion of tasks.
- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows.
- Improved customer satisfaction with timely response to inquiries, addressing concerns, and finding effective solutions.
- Resolved conflicts among team members promptly, maintaining a harmonious working environment conducive to productivity.
- Implemented safety protocols to minimize workplace accidents and maintain compliance with industry standards.
- Identified operational inefficiencies and implemented corrective measures to increase effectiveness.
- Conducted performance evaluations for staff members, identifying areas of improvement and guiding professional development plans.

Collaborated with other departments to achieve organizational goals, fostering teamwork across various functions.

Setting out building as following procedure given out by blueprint /structural drawings.

## **Education**

**2018 – 2022:** *UGENYA TECHNICAL AND VOCATIONAL COLLEGE - Siaya*, (Diploma in Building Technology)

**January 2014 – November 2017:** St: James Yenga Secondary School (Kenya Certificate of Secondary Education (K.C.S.E))

## **Referees**

Patrick Hosea: Site Manager, Hurara Best Builders , Mombasa

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