

VINCENT OKOTH.

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PERSONAL PROFILE STATEMENT

I am an adept and well-established Civil Engineer with experience in the design and construction of infrastructure projects having worked as a designer in various companies I worked for. I possess strong communication, organizational, interpersonal and collaborative teamwork skills with the ability to secure the successful and timely completion of construction projects as per client needs. In addition, I am proficient in Microsoft Office Suite and conversant with plans reading and interpretations, design techniques and ArchiCAD software. For this reason, I am seeking to advance my civil engineering career through a job opportunity to further advance my analytical and teamwork skills.

EDUCATION

May 2023 – June 2023	Customer Care Relations Credit Contact Center International.
Bachelor of technology in Building Construction	
SEPT 2019 – DEC 2022	Second class honors (Upper Division) Technical University of Kenya
Oct 2018 – Dec 2018	ArchiCAD Distinction Webbs Institute.
Sept 2015 – July 2018	Diploma in Civil Engineering Credit (KNEC) Railway Training Institute.
May 2014 – July 2014	Doonholm Catholic Computer College Certificate in Computer Packages Distinction.
Jan 2009 – Nov 2012	Kenya Certificate of Secondary Education Mean Grade C+(Plus) Miwani Secondary School.

WORK EXPERIENCE

March 2024- to date – Agulo Consulting Company Limited.

Position: Site Engineer

Project: 3 Bedroom bungalow in Nanyuki and 4bedroom maisonette in Oyugis

Roles:

- Oversee the position aspect of the workmanship
- Preparation and following strictly the work program to ensure the work is carried out Within the stipulated time.
- Carry out arbitration whenever any dispute arises
- Chairs site meetings
- Carry out cost planning to ensure the project is done within budget
- Upheld safety standards and ensure safety regulations are followed strictly to avoid Injuries, loss of life and properties.

July 2023- Current – Contact Centre International Kenya.

Job title: Contact Centre Agent.

Department: Operations

Roles:

- Be prepared to enthusiastically service customers contacting the center.
- Meet and exceed production goals by working the number of hours scheduled
- Accurate dispositioning of calls and reporting
- Read, comprehend, and follow formatting procedures for data entry or sales
- Provide clear, accurate, timely and professional communications to callers in a courteous Manner.
- Manage and protect the reputation of the company and its clients.

March 2022- Oct 2022 – Velpa Construction Company Limited.

Position: Site Agent

Project: Interior and Exterior finishes for a residential house in Machakos.

Roles:

- Oversee the position aspect of the workmanship
- Preparation and following strictly the work program to ensure the work is carried out Within the stipulated time.
- Carry out arbitration whenever any dispute arises
- Chairs site meetings
- Carry out cost planning to ensure the project is done within budget
- Upheld safety standards and ensure safety regulations are followed strictly to avoid Injuries, loss of life and properties.

Feb 2021- Nov 2021 – Fineurban Interiors Construction Limited Company

Position: Site Agent

Project: Construction of a residential apartments in Kiambu Area

Roles:

- Oversee the position aspect of the workmanship
- Preparation and following strictly the work program to ensure the work is carried out Within the stipulated time.
- Carry out arbitration whenever any dispute arises
- Chairs site meetings
- Carry out cost planning to ensure the project is done within budget
- Upheld safety standards and ensure safety regulations are followed strictly to avoid Injuries, loss of life and properties.

March 2020-Sept 2020 – Cementers Limited Building & Civil Engineering Contractors

Project: Expansion of Likoni- Enterprise – Shreeji Road to Dual carriageway

Position: Surveyor, Inspector

Roles:

- Setting out of the roadway and levelling works in earthworks and subsequent layers up to laying of Asphalt concrete.
- Ensure the road alignment is achieved as per the drawings and specifications.
- Ensure proper cut and fill areas are executed correctly to help balance borrowing and cart away of surplus materials so as not to incur more cost.
- Setting out and levelling of drainage ditches along the roadway and ensure designed slope is attained.
- Ensuring proper workmanship in every aspect of the road is achieved
- Ensure every layer attain sufficient thickness to distribute the whole load stresses safely
- Ensure adequate coefficient of friction is attained to prevent skidding of vehicles
- Ensure the road attains long desired life with low maintenance cost
- Ensure the surface is impervious so as to help protect the subgrade from percolation of water.

June 2019 to Dec 2019 – Kenya Railways

Position: Apprentice (Contract)

Responsibilities:

- Assisted in preparing short, medium and long-term rail work projects and engineering design of rail works while paying close attention to details to ensure that projects meet the set standards and needs of clients.
- Assisted in preparing procurement plans and tender documentation for rail works and ensuring their safe storage for easier retrieval for future reference.
- Assisted in undertaking rail safety audits during railway project development to ascertain that the railway projects are safe and ready for use by the general public.
- Assisted in renewing of rail engineering designs, monitoring and supervision of contracted railway development networks and ensuring that the railway networks meet the set standards and needs of clients to establish their safe use by the general public.
- Assisted in the preparation and timely submission of railway development project

reports to facilitate easy decision-making by the upper management.

- Any other tasks assigned to me by my supervisor.

Jan 2019 to March 2019 – Arcon Works Limited

Position: Asst Site Engineer

Responsibilities:

- Assisted in setting up buildings using total station, dumpy level and other equipment while assessing their work conditions to ensure that they are operating effectively thus securing the timely completion of construction projects.
- Accurately preparing and timely submitting weekly progressive reports for project updates to facilitate easy decision-making by stakeholders.
- Assisted in carrying out valuation of the work done by sub-contractors and timely preparing their payment certificates to ensure their overall satisfaction thus enhancing the overall image of the company to the sub-contractors.
- Actively participated in various National Construction Agency safety seminars on behalf of the contractor to learn about new construction standards and practices set by the agency and apply them when carrying out various construction projects to ensure that construction projects meet the set standards by the government.
- Assisted in calculating and placing requisition orders for construction materials to ascertain that construction projects are effectively and accurately accomplished.
- Assisted in hiring a specialized sub-contractor thus ensuring that there is adequate labour to secure the successful and timely completion of construction projects.
- Any other tasks assigned to me by my supervisor.

Sept 2018 to Nov 2018 – Oris and Sons Limited

Position: Asst Site Engineer

Responsibilities:

- Upheld work permit receivables, risk assessments, accurately prepared work method statements and ensured their safe storage for future reference.
- Checked the working condition of total station, dumpy level and other equipment to ensure that they are working effectively. This helped save the company time and effort when carrying out various construction projects.
- Assisted in hiring specialized sub-contractors to ensure that there is adequate labour to ensure that construction projects are accomplished effectively and accurately to meet the requirements of clients thus ensuring their overall satisfaction.
- Worked closely with consultants on changes and variations on various projects to ascertain the successful completion of various construction projects.
- Mobilized construction materials and labour while valuing variations encountered during construction to secure the on-time and effective completion of construction projects as per the needs of clients.
- Any other tasks assigned to me by my supervisor

SKILLS

- **Communication Skills:** Ability to communicate succinctly to teams of diverse professionals and clients, positively and calmly explain to complex ideas to clients. I am a keen listener to the various needs of clients and the concerns of project managers and architects.
- **Critical-Thinking and Problem-Solving Skills:** Competent at solving complex technical problems when carrying out various construction projects and come up with creative solutions. Also, I am able to weigh the possible outcomes of different solutions and make timely and well-considered decisions.
- **Detail-Orientation:** Ability to pay close attention to details when taking and recording measurements, carrying out various construction projects and preparing survey reports to ensure accuracy in my findings.
- **ICT Competence:** Proficient in Microsoft Office Suite and other basic computer applications.
- **Interpersonal and Collaborative Teamwork Skills:** Ability to work freely and coordinate with project managers and architects to ensure that projects are carried out to meet clients' needs and requirements.
- **Leadership Skills:** Ability to oversee planners, technicians, technologies, contractors and other professionals when managing various construction projects, delegate duties effectively, make timely and well-considered decisions and motivate all project team members.
- **Presentation Skills:** Ability to give well-detailed presentations and explain reports calmly and clearly to potential clients and colleagues and help them easily understand various terminologies used when preparing presentations and reports.
- **Project management:** Ability to ensure that each project is completed on- time, estimate how long different aspects of a project will take, ensure that projects are successfully carried out within the stipulated budget, manage different types of professionals and work closely with clients, architects and project managers to ensure that projects have been carried out successfully.
- **Organizational Skills:** Ability to manage project information, manage project teams and allocate various project resources effectively to ensure the success of all construction projects.
- **Technical Skills:** Conversant with various Mathematics and Physics principles, map reading, reviewing blueprints, design techniques and ArchiCAD software.

ADDITIONAL INFORMATION

Hard Skills

- Construction management expert
- Project management
- Cost Estimation
- Material testing
- Building designs reading and interpretation
- AutoCad, Archicad, Tekla tedds softwares

Hobbies and Interests:

- Designing building constructions.
- Project Management.
- Map reading.
- Networking

REFEREES.

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