

**KELVIN OOKO LAMECK**  
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### **CAREER OBJECTIVE**

To join an interactive organization that offers me a constructive work place for communicating, learning and interacting with colleagues thus together fostering the company's mission and vision.

### **EDUCATIONAL BACKGROUND**

February 2010 – November 2014	Lang'ata Boys High School	Mean Grade C+
	Kenya Certificate of Secondary Education	

### **PROFESSIONAL TRAINING / CERTIFICATION**

May 2023	NACADA Online Training Program; Family Based prevention on drug awareness. Certificate
Nov – December 2019	Topaz Driving School & Computer College Driving class category B & C.
Oct – November 2019	Generation Kenya Career Readiness Social Initiative Certificate in Financial Services Sales.
April – August 2019	Kenya Youth Empowerment Opportunity Project Certificate in Geographic Information Systems & Data Monitoring.
Oct – November 2017	Petanns Institute of Business Studies Certificate in Computer Applications Packages.

### **WORKING EXPERIENCE**

<b>Kenyan Innovative Leadership Foundation</b>	<b>Feb 2024- To Date</b>
<b>Volunteer – Secretary General</b>	

#### Duties and Responsibilities

1. Acts as the clerk to the foundation by taking minutes during meetings,
2. Accords assistance to the executive needful in line with the organization policies,
3. Supports the development of the organization by giving key updates in line with various departments,
4. Receives and disseminates communication to various Heads of departments and various social groups.
5. Cooperates with the Executives in preparations of the meeting and ensures needful information and documentations are made available to members

<b>Topaz Driving School &amp; Computer College</b>	<b>Jan 2024 – Feb 2024</b>
<b>Front office – Rongai Branch</b>	

#### Duties and Responsibilities

1. Greet clients and set a positive office atmosphere.
2. Answer the phone, take messages, and redirect calls to appropriate officers

3. Organize and maintain files and records; update when necessary.
4. Create and maintain updated documents and spreadsheets.
5. Register and enroll students for various courses
6. Debt collection and updating the records
7. Prepare daily, weekly and monthly report

**Crownland Security Company**

**July 2023 – Dec 2023**

**Operations Manager**

Roles and responsibilities:

- Lead emergency response calls
- Maintaining daily records
- Supervising the guards at their respective assigned locations
- Assisting the security manager in placement
- Conduct inspection for physical and safety hazards
- Learn their place of employment
- Officiate off duties to the guards
- Coordinate ongoing review of security program

**Topaz Driving School and Computer College**

**May 2021 – June 2023**

**Computer Tutor/Support staff**

Roles and responsibilities:

- I train students on various computer usages as part of learning process.
- In charge of classroom authority and control; these ensured students are in proper measure as per the rules and regulations.
- I offer technical support both in class and administration; to ensure smooth running of the office duties and class tasks hence building a strong working/learning relationship with colleague
- I prepare daily, weekly, and monthly branch report from the branch to the Head Quarters; these helped the management to understand the need of the branch across its operation and progress.
- Compiling statistical records of students, Sorting out and filing college letters, computation of financial or statistical records and Compiling data and drafting simple letters (notices) to students from the college office.
- Printing, scanning and photocopying of office documents and issuing them to students.

**Safetrac Agricultural Mechanization – Monitoring Clerk Jan 2021 – April 2021**

**Roles and Responsibilities**

**1. Daily reports.**

- Daily reporting on tractors performance that include:

- Location details

- Cultivated area (ha)
- Percentage plan completed

➤ Reporting of any variances or deviations from set routes.

## **2. Fuel Monitoring**

- Generation of variances between reported fuel consumption and actual fuel consumption as captured by the system to ensure that fuel consumed per acre is within the set limits.
- This will entail daily monitoring of distance travelled by each tractor to and from the field, the acreage done, and the amount of fuel topped up after a day's work.
- Monitor and report daily fuel top up for all the tractors.

## **3. Monitoring tractors' movement and Generation of variance reports (System-generated Against Reported Work).**

- Generation of variance between reported work and actual work done as captured by the system.
- Highlight these variances and initiate land resurvey on fields that significant deviations have been reported.
- Real time monitoring of the tractors' movement to ensure that no private land is cultivated without prior communication. This is to be achieved through constant communication with the Field Supervisors during field operations.

## **4. Monitoring and Reporting of Breakages (Repairs and Maintenance)**

- Monitor tractors/implements breakages, frequency of the breakages, and the operator responsible.
- Identifying the most prevalent breakdowns on a weekly basis.
- Record the duration it takes to repair any kind of breakdown, and the cost incurred.

## **5. Planning**

- Assist in coming up with daily/weekly/monthly targets and coordinate to ensure that they are met. Give a daily report of any deviation from the set targets.
- Assist in preparing weekly work plans, assigning duties, monitoring, and reviewing of the plan.
- Liaise with the supervisors and ensure that Debit notes are issued before work.
- Make follow ups at the end of the day and ensure the Debit notes are captured on the online sheet.
- Ensure that supervisors report daily fuel top ups and same is filled-in on the online sheet.

**Internship at Safetrac Tracking Company Limited****October 2020 – Dec 2020****Technical Support/Monitoring clerk****Roles and Responsibilities:**

- Provision of real time data on vehicle transmission and monitoring, device status and operations.
- Monitor all open GIS related incidents to ensure Service Level Agreements are met.
- Follow quality assurance (QA) and quality control (QC) processes, and perform routine data management tasks, such as data validation and correction, queries and editing in GIS to ensure GIS data accuracy, integrity, and completeness.
- Assist with GIS and data analysis, prepare and execute queries, produce maps, spreadsheets, graphs, and other analytical products.
- Provide first-response and follow-up help desk services over the phone and by remote desktop support for the GIS Technicians.
- Troubleshoot and support the GIS and related hardware and software, including peripheral equipment, printers/plotters, GPS and other mobile devices in conjunction with other Technology Division staff.
- Maintain confidentiality of work-related issues and company's information.

**Topaz Driving School and Computer College****January 2020 – August 2020****Computer Tutor/Support staff****Roles and responsibilities:**

- I training students on various computer usages as part of learning process.
- In charge of classroom authority and control; these ensured students are in proper measure as per the rules and regulations.
- I offer technical support both in class and administration; to ensure smooth running of the office duties and class tasks hence building a strong working/learning relationship with colleague
- I prepare daily, weekly, and monthly branch report from the branch to the Head Quarters; these helped the management to understand the need of the branch across its operation and progress.
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- Printing, scanning and photocopying of office documents and issuing them to students.

**Kenya National Bureau of Statistics****August 2019 – September 2019****Enumerator****Roles and responsibilities:**

- I conducted research in my assigned area of duty to enable pre-listing of the houses prior to enumeration process
- I collected household and demographic information by canvassing my assigned areas in order to achieve the company's goal.
- I documented and report the results to the supervisor this was to ensure all the assigned duties were fully done and on time.

**Petanns Driving School and Computer College**  
**Computer Tutor**

**November 2017 – April 2019**

Roles and responsibilities:

- I trained students on various computer usages as part of learning process.
- I was in charge of classroom authority and control; these ensured students are in proper measure as per the rules and regulations.
- I offered technical support both in class and administration; to ensure smooth running of the office duties and class tasks hence building a strong working/learning relationship with colleague
- I prepared daily, weekly, and monthly branch report from the branch to the Head Quarters; these helped the management to understand the need of the branch across its operation and progress

**Independent Electoral Boundaries Commission**  
**Polling Clerk**

**August 2017 – September 2017**

Roles and responsibilities

- I compiled and verified voter lists from official registration records, this was to ensure that all voters belong to the same pooling station.
- I requested for identification of voters at polling place, this is to validate the voter and ensures the ID's matches the digital platform
- I obtained signatures and record names of voters to prevent voting of unauthorized persons at the pooling station and also reputation.
- I distributed ballots to voters and answered questions concerning voting procedures to avoid mistakes during the voting process.
- I counted valid ballots and prepared official reports of election results after voting process this was to verify that voting process matches with records

**East Central Africa Division**  
**Supervisor**

**December 2015 - April 2016**

Roles and responsibilities

- I helped the team understand performance targets and goals, this was to obtain good return at the close of the day
- I ensured that workers are properly trained for their specific roles, hence good work in/ output thus company's objectives are met.
- I scheduled working hours and shifts while coordinating job rotation this was to ensure all workers work at equal measure hence set goals and targets are reached.

**Davis Greenhouse Management**  
**Farm Manager**

**March 2015 – May 2015**

Roles and responsibilities

- I directed and coordinated all work activities, such as planting, irrigation, chemical application, harvesting, grading, payroll, and recordkeeping, with all these operations there was smooth running within the farm.

- I got into contact with farmers and independent owners for rising of crops or for management of crop production, this ensured intensive increased of production in quality and profit income.
- I was coordinating growing activities with those of engineering, equipment maintenance, packing houses, and other related departments and Analyzed market conditions to determine acreage allocations to ensure high rated value in the market and improved better working conditions for colleagues.

#### **EXTRA SKILLS/ RESPONSIBILITIES**

Jan 2024 - To Date	Nkoroi SDA church, Pathfinder	Director
Jan 2020 - May 2023	Nkoroi Adventist Youth Ministry	Director
Jan 2017 – Jan 2020	Nkoroi Adventist Youth Ministry	Secretary General
Jan 2014 – Jan 2015	Nkoroi Adventist Ambassadors Club	Deputy Director
Nov 2013 – Nov 2014	Lang'ata Boys S. D. A Group	Vice Chairperson

#### **INTERESTS**

- Making friends
- Travel & Tours
- Playing soccer
- Singing and Reading Inspirational materials.

#### **KEY COMPETENCE**

- God-fearing, honest, trustworthy, quick learner & team work spirit.
- Proactive, result oriented, committed to set objectives & goals.
- Computer proficiency and its applications
- Data analysis and formulation
- Problem Solving skills

## **REFERRES**

1. Mr. Geoffrey Odette  
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2. Mrs. Sarah Kiragu  
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