

DAVID MASAKHWE NETIA
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CAREER AIM

To increase shareholders' value through strategic operational efficiencies in an organization I work for by maximum utilization of acquired skills with available resources.

PERSONAL DETAILS

County	:	Kakamega
Marital Status	:	Married
Nationality	:	Kenyan
Languages	:	English, Kiswahili, Kenya Sign Language, and Luhya

KEY SKILLS

- Effective planning and organizational skills
- Ability to lead and manage a working team
- Ability to interact with a diverse group of people
- Excellent oral and communication skills
- Good interpersonal skills
- Proficiency in MS Office packages
- Presentable and a fast thinker with excellent conflict resolution skills
- Excellent industry knowledge in customer service.

ACADEMIC QUALIFICATIONS

INSTITUTION:

COURSE:

Kenya Methodist University:

Master degree in Business Administration
(MBA).

2014 - 2017

(Strategic Management) GPA: 3.22

Kenya Methodist University:

Bachelor of Business Administration (Marketing).

2010 – 2013

Second Class Honors (Upper Division)

University of Nairobi:

Diploma in Sales and Marketing.

2003/2004 - 2008

Award - Credit

Musingu High School:

K.C.S.E C+ (Plus)

1994-1997

CAREER TRAININGS

Prisons Staff Training College: 2012	Three (3) Months Sergeant Development course
Prisons Staff Training College: 2005	Initial Nine (9) Months Prison Constable course

OTHER COURSES

2022	:	Certified Professional Mediator
2022	:	KISE - Basic Kenya Sign Language (Certificate)
2021	:	Dedan [Kimathi University of Technology - Peer Counselors training
2015	:	NACADA - Training on mainstreaming of alcohol and drugs abuse.
2014	:	Kenya School of Government - Customer Care Services
2014	:	National Industrial Training Authority (NITA) - Grade I in Sign Writing
2012	:	National Industrial Training Authority (NITA) - Grade II in Arc Welding
2012	:	Kenya Red Cross - Senior First Aid Course
2005	:	Driving (Class BCE)

CAREER BACKGROUND

APRIL 2005 – To date : **KENYA PRISONS SERVICE**

December 2023 to date : **Marketing – Prisons Headquarters**

Responsibilities

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- Generating entrepreneurial plans to be implemented by workforce of our personnel at workstations to be taught to our clients (prisoners) for them to be well placed for reintegration.
 - Designing on how to adapt and implement the marketing elements with a view of increasing sales volume and our market growth.
 - Benchmarking with our competitors with an aim of improving on the product details for better placement on the competitive edge.

January – November 2023 : In Charge Discipline – Regional Office Nyeri

Responsibilities

- Facilitate members to align with code of conduct and aid in executing disciplinary measures on defaulters' members of staff and ensuring proper endorsement of proceedings as per Cap 90 Section 124
- Reiterating on conduct matters to members of staff during parade lectures
- Secretariat to the Region Staff Transfer Board. Collaborating with colleagues to ensure achievement of organizational goals (Regional Human Resource Management Advisory Committee – RHRMAC).
- Deputizing in charge registry by receiving correspondences, availing them to respective offices and implementing course of action as per the region's head directives.
- Ushering services during Agricultural Society of Kenya Central National shows

June – December 2022 : Court Officer – Nyeri Maximum Prison

Responsibilities

- Liaison officer with the documentation office to acquaint self with categories of inmates for court production and numbers.
 - In liaison with the in-charge discipline, to know the number of the escort personnel, number of restraint mechanisms and rifles to be incorporated for appropriate escort.
 - Supervising priming session of individual inmates to courts.
 - Mentoring inmates by briefing them on court procedures and their responsibilities as plaintiffs and offering them psychosocial support by assuring them of release.
 - In liaison with paralegal officers, facilitating inmates with appeal procedures.
 - Ensuring proper and adequate deployment of staff is done in relation to various number of courts available as per the court distribution journal.
 - Representative of the officer in charge work station on prisoners' matters and creating a good rapport that prevents court summons to the officer in charge.
 - Link person between inmates, complainants and probation officers on probation sentences.
 - Signatory person of any released prisoner from the court under my escort.
 - Link person between the public and prisoners on court matters.
 - Overseer of inmates in custodian cells in courts.
 - Teamworking and valuing colleagues' ideas and expertise by willingly learning from them.
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Responsibilities

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- Duty officer roles over the week ends i.e. Shift Prison administrative officer
 - Court Officer: Overall supervisor of court personnel escorting prisoners to court and representative of the officer in charge at the courts on prison administration
 - Supervise over searches on prisoners and their accommodation cells
 - Parading and briefing officers before assumption of their duties

2013 - 2022 : Sergeant - Nyeri Maximum Prison
Responsibilities

Answerable to Officer in Charge Nyeri Maximum Prison;

- In charge Registry Office
- Instilling security within the prison
- Receiving visitors and other stakeholders and directing them accordingly.
- Ensuring prompt written and verbal communication from the officer in charge to members of staff and stakeholders.
- Writing and receiving correspondences as directed by the officer in charge.
- Ensuring etiquette in file management systems
- Making prompt reports about supportive office work requirements shortages.
- Ensuring tidiness in office general appearance
- Convening meetings, and addressing issues to members of staff under me.
- Acquainting members of staff with human resource matters and Interpretation of communications to the members of staff.

2009 - 2012 : Prison Industry Nyeri Maximum – Costing Clerk
Responsibilities

Answerable to Officer in Charge Prison Industry;

- Instilling security within the Prison Industry
- Opening and Maintaining Costing Sheets and Job Cards
- Preparing Prison Industry Returns
- Ushering guests around the Prison Industry sections about Vocational training and manufactured stock.
- Secretarial duties in the office of the officer in charge Prison Industry.
- Conducting environmental scanning, gathering market information about competitors in furniture manufacturing industry and recommending appropriately about market survival strategies.
- Ushering services during the National Central ASK Shows.
- Offering inspirational lectures to prisoners to spur acceptance, reassurance and transformation
- Supervising prisoners in their vocational training that ended in trade test exams at various stages

2006 - 2008

: Prisons Staff Training College (PSTC)

➤ Member of Karate Team

Responsibilities

- Providing Security at PSTC
- Representing PSTC in Karate – Tournaments

INTERESTS

- Outgoing to meet more challenging environments that act as benchmark standards in competitive environments
- Volunteer activities like sensitizing youths against crime and alcohol and drug abuse
- Engaging in CSR activities

REFEREES

1. Dr. Shikuku Emmanuel Tsikhungu,
Lecturer Kenyatta University.
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 2. Stephen K. Rono (SSP), Chief Instructor,
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 3. Charles Manzi (SSP),
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