

PAUL KAMUNYA MUTAHI.

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PERSONAL INFORMATION

Gender : Male

Marital Status : Married

Religion : Christian

Nationality : Kenyan

Language : English (Oral & Written)
: Kiswahili (Oral & Written)

CAREER OBJECTIVE

- Self motivated, organized and capable of working under pressure. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion.
- My flexible nature would ensure that I am able to adjust well to the ever changing circumstances in the corporate world.
- I am seeking a position where I can apply all my skills, share and enrich my knowledge to ultimately meet the professional goals.

PERSONAL PROFILE

- Self-motivated with no supervision to meet strict deadlines while maintaining high quality of work.
- Principled and determined to achieve set goals.
- I am very flexible and hardworking.
- Can work under very demanding work environment.

Key Competencies

- Strong interpersonal skills
- Strong leadership skills and confidence
- Very committed
- Self motivated
- Able to work independently and meet strict deadlines
- Strong aptitude for problem solving and decision making
- Strong understanding of quality standards and assurance

EDUCATION BACKGROUND.

YEAR	INSTITUTION
2015-2016	Kirinyaga University (Diploma in Building and Construction) (Attained a Distinction)
2009-2013	Kiriti Secondary School, Nyeri. Kenya Certificate of Secondary Education (KCSE) (Attained a C plain)
2002-2009	Tetu boys Primary School, Nyeri Kenya Certificate of Primary Education(KCPE) (Attained 262 marks)

COMPUTER LITERACY

- Ms. Word
- Ms. Dos
- Ms. Excel
- Ms. Access
- Adobe page maker
- Ms. Power point
- Internet
- Publisher
- Archicad
- Autocad

WORKING EXPERIENCE

MAY 2014-DECEMBER 2014

G-Square general construction limited

Position:-

Skilled labour

Project:Construction of commercial buildings

Duties and responsibilities:

- Erecting masonry wall
- Formwork preparation
- Fixing doors
- Plastering
- Roofing
- Flooring
- Concreting
- Bar Bending
- Tiling
- Fixing windows
- Setting out

JANUARY 2015 – AUGUST 2015

Chomba General Construction Limited

Position:-

Skilled labour

Project:Construction of Administration Block

Duties and Responsibilities

- Formwork preparation
- Fixing doors
- Plastering
- Erecting masonry wall
- Flooring
- Bar Bending
- Roofing
- Concreting
- Fixing windows

February 2017 – November 2017

LandMark Holdings Construction Limited

Position:

Site foreman

Project: Construction of Development Houses(7-8 floors)

And a shopping mall

Duties and Responsibilities

- Co-ordinating and monitoring employees
- Reporting work progress to managers and engineers
- Allocate general and daily responsibilities
- Supervision of apartments finishes
- Managing sub-contractors, monitoring and controlling their performance
- Ensuring manpower and resources are adequate
- Ensuring safety and health of workers
- Enhancing quality of work is met
- Resolving problems when they arise

NOVEMBER 2017- PRESENT

Archidraw Associates

Position

Clerk of works

Project: Construction of Rental Houses(7-8 floors)

Duties and Responsibilities

- Making daily visual inspection of work and comparing with drawing and specifications
- Advicing the contractor about various aspects of work
- Making sure that work is carried out to specifications, correct materials, workmanship and schedule
- Interpreting drawing (architectural, structural, mechanical and electrical) and written instructions to sub-contractors and masons
- Keeping detailed records of all sites
- Monitoring and reporting on progress of work to client and architect
- Liaising with contractor, engineers and architect
- Checking that standards, building regulations, health and safety and legal requirements are met
- Ensuring that quality materials are used during construction
- Preparation of bar bending schedules
- Reporting any unresolved concerns to the architects and engineers
- Highlighting potential specification design issues to the architect and engineer before they affect construction and work programme
- Checking the work at all critical stages to ensure that quality meets both the specification and the expectation of the end user
- Materials estimation

OTHER SKILLS

Inter-personal public relation, written and oral communication, best player in volley ball, table tennis

SOCIAL ACTIVITIES

An active member of red cross club

HOBBIES

- Reading novel
- Listening to music
- Watching movies
- Travelling

REFEREES

G-Square General Construction Limited

Daniel Do-at

Site foreman.

Cell: 0728 532 711

Chomba General Construction Limited.

Bethwel Kabuthy

Site Supervisor

Cell: 0724 763 557

LandMark Holdings Construction Limited

Site Manager

Mr Waweru

Cell: 0722 885 030

Asistant Site Manager

Mr Andrew

Cell: 0724 698 402

Archidraw Associates

Architect

Mr Munene

Cell: 0722 553 684

Engineer

Mr Ndung'u

Cell:0723 173 229

