

Name	Boniface Siongo Okumu		
Nationality	Kenyan		
Key Qualification /Skills			
<p>Boniface has since April 2021 working for the project GFA/GIZ as a driver and office assistant the consulting group for Sustained group limited, before joining the project I have over seven years' Experience in security sector. I worked as Operation administrator in security firm (KKsecurity) where was in charge of guard force of 1500 heads also worked with Diplomatic mission at European Union, therefore I have excellent knowledge of security protocol and procedure. I'm specializes in Key labour laws & Discipline management at workplace (FKE). Have a high degree of integrity and with confidential information keeping. Have proven ability to identify needs and constraints and provide solutions, Good technical and practical knowledge of engineering sector which is area of my professional Having studied Diploma in plant engineer & Certificate in Automotive Engineer from Mombasa polytechnic University college. Investigation ability and file records update. Excellent in micro soft office use. Experience in using relevant technology and security equipment e.g CCTV, Computers, 2-way Radio (VHF). Excellent Organization and multitasking ability. Excellent in driving class of BCE vehicle with clean record for more than 5 years. Fluent in written and spoken Swahili and English. I'm a team player who desire to learn more and work under less supervision.</p>			
Education			
i.	Diploma in Mechanical Engineering (Plant Option)	Mombasa Polytechnic University	
ii.	Certificate in Automotive Engineering	Mombasa Polytechnic University	
iii.	Kenya certificate of secondary education	St. Benedict Moi High School Budalang'i	
iv.	Kenya certificate of primary education	St. Judy Sirimba primary school	
Professional Training			
(a)	Aviation Security (Kcaa,Rcaa,Ucaa,Tcaa,Tata,Icao & Jar-ops) 2016		
(b)	Key Labour Laws (Federation of Kenya Employers) 2015		
(c)	Basic first Aid course (KKsecurity cutesy of St. John) 2015		
(d)	Supervision course (KKsecurity Training Center) 2012		
(e)	Diplomatic & Mission security (KKsecurity Training Center) 2011		
(f)	Guard Basic Training Course (KKsecurity Training Center) 2010		
(e)	Firefighting and First Aid training cutesy of GIZ Kisumu 2022		
Employment Record			
From	To	Position/ Organisation	
2021	2022	Office Assistant / Driver	
2015	2018	Operations Administrator (KKsecurity)	
2012	2015	Staffing Officer (KKsecurity stationed at European Union Delegation)	
2011	2012	Senior Guard (KKsecurity)	
2010	2011	Security officer (KKsecurity stationed at East Africa brewery-EABL)	
Work Experience			
Duration			
From	To	Position	Purposes
2021	2022	Office Assist / Driver	(a) Driving project staff and visitors in a much extended project area, at times under extremely difficult road and weather conditions.
			(b) Very reliable and timely and takes care for servicing and maintenance of cars.

			<p>(c) Besides the driving, I supports the procurement of various kind of training materials and equipment and its delivery, even in very remote areas.</p> <p>(d) As office assist. my role includes the distribution and return of project documents, for financial operations and for M&E.</p> <p>(e) Prepare all the materials needed for the meetings and if it's within prepare the boardroom.</p>
2015	2018	Administrator	Ops. Administrator is accountable to the Branch Operation Manager and company HR.
			<p>(a) Supervision and tactical control of subordinate security personnel; Security threat management, Legislation policy, Firearms and Weapons recognition, Bomb threat management and cargo security and responsibility.</p> <p>(b) Ensure an efficient. Safe and working environment, maintain the security of the office and all the staffs properties</p> <p>(c) Preparing the records for purpose of payroll management, also am to liaise with accountant and bank in supporting the finance team.</p> <p>(d) Ensure timely submission of monthly report-including headcount, and terminations.</p>
2011	2015	Staffing officer	Staffing officer is accountable to Branch Operation Manager.
			<p>(a) Support BM, BOM, FO by providing regular updates on activities and issues arising</p> <p>(b) Provide a Point of Contact for Sector Commanders, Field Officers and Supervisors to seek advice and support on matters affecting their conduct of operations</p> <p>(c) Support in placing requisitions for items required for operations in the branches</p> <p>(d) Support in handling disciplinary issues involving FOs, crew commanders, site supervisors, drivers, dog handlers, crews and SOs.</p> <p>(e) Prepare and process salary claims, deductions. Reconcile and resolve payroll related issues for your specific branches.</p> <p>(f) Ensure the maintenance, update and the integrity of employees' files</p> <p>(g) Key in and supervise entry of NAV data for timesheet and employee reports generation including timesheet and NAV analysis</p> <p>(f) Ensure that Supervisor/Security Officer/Driver duties are correctly allocated and all assignments are covered for the entire period required in accordance with contractual obligations to the client.</p> <p>(h) Ensure work policies and procedures are well described to the FOs, crew commanders, site supervisors, drivers, dog handlers, crews and SOs</p>
2011	2012	Senior Guard	Senior guard is accountable to Guard Force Commander (GFC)

			(a)	Supervise Security Officer/Driver on duty as correctly allocated and all assignments covered.
			(b)	Providing regular updates on activities and issues arising in the field to GFC and Control room.
			(c)	Ensure security officer are properly dressed as per company guidance
			(d)	Prepare leave and off duty rosters for employees within his specific area/section.
			(e)	Ensure the integrity of duty roster.
2010	2011	Security officer	Purpose is to provide security of personnel and their properties.	
			(a)	Logistic officer at East Africa Brewery (EABL)
			(b)	Security officer as Normal guard at EABL
			(c)	Providing Security Surveillance at European Union Delegation Kenya
			(d)	To control access at the European Delegation Compound.
			(e)	To deter any criminal or terrorist attacks against mission personnel.
	2009	Working as attaché	Kenya Electricity Generating Co. Ltd (KENGEN)- Kipevu power station	
			(a)	Diesel Engine Servicing
			(b)	Dismantling trouble. trouble shooting, services, re-assembly and installation of various pumps and machines
			(c)	Attending to all defects and programmed services
			(d)	Turbocharger dismantling service and re-assembly
			(e)	Air compressor and centrifuges maintenance and service
			(f)	Service of lube oil cooler
			(g)	Programmed services of the other Diesel Engines services
2006	2007	Working as attaché	Peter's Motor Garage- Makupa Mombasa.	
			(a)	Servicing and repairing different kind of vehicle
			(b)	Dismantling of petrol engine service and re-assembly
			(c)	Dealing with Auto-electric parts.
			(d)	Fabrication and panel beating.
Extra Curriculum Activities				
2009	2010	Coordinator	Department coordinator Mechanical Engineering- Mombasa polytechnic university college.	
2009	2010	Secretary General	Secretary General –Mombasa polytechnic Arise and shine student Association (Mpassa)	
2008	2009	Committee Member	Member of Organizing committee in The Relief Intervention Programme (RIP) Mombasa polytechnic University college.	

2007	2008	Ambassador	Ambassador of Peace- Mombasa polytechnic university college
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