

# JAMES OKOTH NDEDE

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## PROFESSIONAL SUMMARY

An accomplished Quality Control and Research and Development professional with a solid track record in handling manufacturing quality assurance and product development work. Exceptionally talented in drafting and implementing quality assurance policies and procedures. Demonstrated expertise in evaluating the adequacy of quality control procedures, and providing required recommendations. Highly skilled in approving all finished products by confirming specifications and conducting required tests.

### Areas of Expertise

- ◆ Policy Development
- ◆ Production Monitoring
- ◆ Product Development
- ◆ Quality Standards
- ◆ Raw Material Inspection
- ◆ Complaints Inspection
- ◆ Quality Audits
- ◆ Database Management
- ◆ Data Analysis
- ◆ Reporting
- ◆ MS Suite

## PROFESSIONAL QUALIFICATION

**Bachelor of Technology in Applied Chemistry (Industrial Chemistry):** Technical University of Kenya, 2017

**Diploma in Technology in Analytical Chemistry and Science laboratory Technology:** The Kenya Polytechnic University College, 2013

**Advance Computerized Graphic and Design:** Soft Globe Computer College, 2010

**Kenya Certificate of Secondary Education:** Nyangiela Secondary School ,2006

**Kenya Certificate of Primary School:** Adhiero Primary School

## WORKING EXPERIENCE

**July 2023 to 2024: Drychem Kenya Solutions Limited**

**Head of Research and Development (R&D)**

### Duties & Responsibilities.

- Leads Research for adoption of new Technology for the improvement of the organization
- I help in approving the specifications of final products, packaging and processing to meet technical, quality and regulatory standards.
- I helped the marketers with product development to meet the customer demand.
- I helped in development of new formulation for Tile adhesive, wallplast skim coat and chemical admixtures and Ready mix plaster.
- I oversaw modeling and implementation of manufacturing processes for new products.
- Formulate innovation initiatives aligned to the organization s vision mission and values.

## **2021 to 2023: Drychem Kenya Solutions Limited**

### **Quality Control Head**

#### **Duties & Responsibilities**

##### **Defining Quality Metrics**

- Defining quality standards and metrics for the current production, eg Tile Adhesive, wallplast skim coat, chemical admixtures and powdered water proof.
- Working with all stakeholders to ensure that the quality metrics are reviewed, closed and agreed upon

##### **Defining testing Strategies**

- Defining processes for test plan and several phases of testing cycle
- Ensuring all development tasks meet quality criteria through test planning, test execution, quality assurance and issue tracking

##### **Reporting:**

- Reviewing status reports
- From team managers.

##### **Managing Risks:**

- Understanding and defining areas to calculate the overall risks to the project
- Creating strategies to mitigate those risks and take necessary measures to control the risks.

##### **Process improvement:**

- Ensure that the several testing and validation processes are improved continuously,

## **March 2017 to 2021: General Printers Limited**

### **Position: Quality Control Analyst**

**Overall Purpose:** Responsible for the implementation and maintaining of quality, environmental, health and safety, and food safety management systems

#### **Duties & Responsibilities**

##### **Policy Development**

- Drafts quality assurance policies and procedures

##### **Production Monitoring**

- Performs quality checks for all jobs in process to ensure they conform to the set specifications and standards
- Identifies and remedies defects within the production process

##### **Quality Standards**

- Prepares necessary reagents and standards color guide to be used
- Prepares exhibition folders required by marketers
- Recommends, implements, and monitors preventative and corrective actions to ensure that quality assurance standards are achieved

##### **Raw Material Inspection**

- Ensures conforming materials are sorted out from non-conforming materials and are well labeled
- Maintains good housekeeping habits in QC laboratory and production in process

##### **Complaints Investigation**

- Investigates customer complaints and product issues from both internal and external customers

#### **Database Management**

- Creates and maintains records of processes and procedures throughout the manufacturing process

#### **Data Analysis**

- Compiles and analyzes statistical data

#### **Reporting**

- Prepares monthly reports for the department

### **2015 to February 2017: Packaging Industry Limited**

#### **Position: Online Quality Control Officer & Laboratory Technologist**

**Overall Purpose:** Responsible for monitoring quality and ensuring the right standards of raw materials and finished goods are maintained

#### **Duties & Responsibilities**

- Inspected all raw materials to ensure consistency and integrity
- Investigated customer complaints and ensures corrective action is taken to avoid re-occurrence
- Monitors all production operations to ensure that they meet specifications and standards
- Inspected, tested or measured materials or products being produced
- Ensured correct housekeeping (6S) of all raw materials and finished products
- Removed all products and materials that fail to meet specifications and standards
- Documented inspection outcomes by completing detailed reports and performance records
- Approved incoming materials by confirming specifications, conducting visual and measurement tests, rejecting and returning acceptable materials
- Approved in-process production by confirming specifications and communicating required adjustments to production supervisor
- Approved finished products by confirming specifications
- Documented inspection results by completing reports, logs, summarizing rework and waste, inputting data into quality database
- Conducted quality internal audits
- Performed laboratory tests and analysis

### **January 2013 to March 2013: Ministry of Public Health and Sanitation, Government Chemist**

#### **Department – Kenyatta**

#### **Position: Laboratory Technologist Intern**

#### **Duties & Responsibilities**

- Extracted and determinate samples (physical and chemical tests)
- Conducted sample analysis
- Analyzed data
- Performed instrumentation

**August 2009 to October 2009: Kenya Industrial Research and Development Institute (K.I.R.D.I)**

**Laboratory Technologist Intern**

**Duties & Responsibilities**

- Conducted case study analysis
- Collected and extracted Samples
- Analyzed samples
- Ran up the samples

**Other Position Held:**

- ◆ Teacher & Lab Technician at Eutychus Academy Riruta, 2012 - 2015

**Notable Trainings:**

- ◆ Global Food Safety Initiative approved Standards BRC, IoP issue 5/FSSC22000 by Intertek
- ◆ Good Laboratory practices(GLP) by KAM
- ◆ ISO 45001: 2018 Principles of occupational Health and Safety by Alison's
- ◆ ISO 9001:2015 Quality Management Systems (QMS) by Alison's
- ◆ Training at The Directorate of Quality Assurance and Standards and Kenya science and engineering Fair Competition by Ministry of Education
- ◆ Fire safety and safety evacuation and the safety-First Aid, by Fire Outbreak and Safety

**Notable Engagements:**

- ◆ A member of first aid at packaging industry Limited
- ◆ A member of safety awareness at Packaging Industry Limited

### REFEREES

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**KENNETH KAUNDA**

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Standard (KEBS)  
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