

# **CURRICULUM VITÆ**

Mr. Jack Ondari Nyabuti

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## **Personal Details**

**Date of Birth:** April 10<sup>th</sup>, 1987

**Nationality:** Kenyan

**Gender:** Male

**Languages:** Fluent English

## **Career Summary**

I am a registered graduate engineer with Engineers of Kenya (EBK) and studied Mechanical Engineering from the University of Nairobi. Currently, I am working with University of Nairobi as a Graduate Assistant and also responsible in administrative works assigned to me by the head of department from time to time.

Besides, I am a very ambitious and result oriented person, team player, positive and in my line of work, I develop a mature and responsible approach to any task that I undertake. I also enjoy learning new things and adaptable in a new environment easily.

## **Profession Body and Membership**

**Graduate Engineer** • May, 2017 • Engineers Board of Kenya (EBK)  
Registration No. **B11650**

**Student Engineer Member** • 2011 - 2016 • Engineering Students Association (ESA)

## **Professional Qualification**

**Revit MEP** • November 2018 • Global e-Training

**Navisworks** • January 2019 • Global e-Training

**AutoCAD** • July 2014 • Bell Institute of Technology

**Driving** • 2016 • NTSA

## **Work Experience**

### **1. April 2018 – To Date • University of Nairobi • Graduate Assistant**

#### **Duties & Responsibilities:**

- i. Checking and assessing students work and encouraging personal development through tutorials and practical's.
- ii. Exam coordination and invigilation.
- iii. Supporting functional activities for departmental committees.
- iv. Role model and mentor to the students.
- v. Any administrative works assigned to me by the head of department from time to time.

### **2. April 2017 – March 2018 • Simgas Kenya Limited • Regional Operations Manager**

#### **Duties & Responsibilities:**

- i. Coordinating works in the assigned regions by ensuring all tasks are done as per laid procedures & processes and Head of region hub managers reporting directly to me.
- ii. Representing the company in various stakeholders' meetings.
- iii. Carrying out seminars within the communities to market Simgas products.
- iv. Preparing weekly budgets, expenses, filing returns accordingly and coordinating logistics.
- v. Documenting and Reporting weekly performance outcomes.
- vi. Trainer of trainees to train technicians in operation of Simgas bio digesters.
- vii. Reviewing site installations to ensure compliance with set standards and procedures.

### **3. Jan 2017 – March 2017 • UNES Consultancy • Research Assistant & Team Leader**

#### **Duties & Responsibilities**

- i. Managing team, Data Collection and Scientific Analysis.
- ii. Managing communication between the project stakeholders.
- iii. Ensuring the highest quality of implementing the project.

### **4. September 2016 – December 2016 • Atkins • Project Surveyor & Team Leader**

#### **Duties & Responsibilities**

- i. Planning and monitoring team finance, logistics, and budget and supervising the team in the field.
- ii. Accurate reporting and update communications.
- iii. Data collection using a tool and interviewing people in homesteads about renewable energies.

## **Key Achievement(s)**

- i. Elected to lead other surveyors.
- ii. Cross trained team members in the field on the use of Survey123 application.
- iii. Commitment, double vigilance and good leadership resulted in carrying out 10,000+ scientific surveys accurately and successfully within budget and ahead of schedule.

## **Other Past Experience**

1. **Sept 2010 – Sept 2011 • Mid Migori Mining Company Ltd • Plant operator – Rig machine**
2. **December 2009 – Aug 2010 • Ragana Civil Building & Construction • Clerk of Works**
3. **May 2006 – July 2009 • Koderobara Secondary School • Board of Member Teacher**

## **Academic Qualifications**

**2019 – To Date • MSc. Mechanical Engineering • University of Nairobi**

**2011 - 2016 • BSc. Mechanical Engineering • University of Nairobi**

**Grade : First Class Honors**

**2002 - 2005 • KCSE • Koderobara Secondary School**

**1994 - 2001 • KCPE • Baby Shines Academy**

## **Relevant Skills**

- ✓ Revit MEP.
- ✓ Navisworks.
- ✓ AutoCAD.
- ✓ Microsoft Office Applications, Google Sheet, and Email & Internet.

## **Attributes & Competencies**

- ✓ Exceptional Analytical skills.
- ✓ Project and Financial management skills.
- ✓ Team management and Leadership skills.
- ✓ Interpersonal and Presentation Skills.
- ✓ Influential and Negotiation skills.

### **Community Social Responsibility (CSR)**

- ✓ Participated in various community and social works e.g. tree planting, waste collection and management.
- ✓ I have a practice of visiting orphanage/children's home.
- ✓ Frequent blood donor.
- ✓ Volunteered and participated for one month in Mosquito pesticide spraying in my village -2010.

## **Referees**

**1. Dr. Thomas M. Ochuku**

University of Nairobi,

Chairman,

Department of Mechanical & Manufacturing Engineering,

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**2. Prof. George O. Rading'**

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**3. Prof. James Nyang'aya,**

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