



# **CURRICULUM VITAE**

## **PERSONAL DETAILS.**

FULL NAME : ANTHONY KIRAGU MWAURA  
DATE OF BIRTH : 23<sup>RD</sup> MARCH 1974  
NATIONALITY : KENYAN  
ID No. : 13209363  
GENDER : MALE  
MARITAL STATUS : MARRIED  
LANGUAGES : ENGLISH, SWAHILI  
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## **EDUCATIONAL BACKGROUND.**

2014-2017 : **The Technical University of Kenya.**  
Bachelor of Technology in Civil Engineering.  
1996-1998 : **The Kenya Polytechnic.**  
Diploma in building.  
1988-1992 : **Njabini Secondary School**  
Kenya Certificate of Secondary Education. (KCSE)  
1980-1998 : **Ndemi Primary School.**  
Kenya Certificate of Primary Education. (KCPE).

### **Others:**

2010 : Certificate in Archi -Cad  
: Certificate in Auto -Cad  
2001 : **Bims International College**  
Certificate in computer studies.  
• Certificate in Health and Safety  
• Certificate in Fire Marshal

## **WORK EXPERIENCE.**

2009-To Date : Tusker Mattresses Limited

Position : Facility Manager

### ***Duties and responsibilities***

Manage all facets of project management (budget, schedule, procurement, quality & risk) for individual Store projects including planning, design, construction, occupancy and closeout.

Apply standard to moderately complex documents affecting projects, including but not limited to: agreements/contracts, leases, work letters, project charters, surveys and drawings.

Interface directly with clients to define project requirements. Prepares scope of work, project delivery resource requirements, cost estimate & budget, work plan schedule & milestones, quality control, and risk identification.

Identify project delivery resources from pre-qualified lists or through individual project qualification process; conducts standard request for proposals; completes bid analysis; recommends resources to clients.

Leads project delivery resources/team providing project guidance and direction to achieve project goals.

Implements communication plan for meetings and written reports/meeting minutes to keep client and project resources informed. Facilitates project meetings.

Implements project documentation governance aligned with company and Client requirements. Ensure project data integrity and documentation is accurate, timely and coordinated.

Tracks progress of each project against goals, objectives, approved budgets, approved timelines. Reports status and variances. Creates action plans to meet objectives, budget and schedule.

Implement change management routines to assess change requests, make recommendations, secure client approvals, and issue change orders. Assesses change requests to determine impacts to scope, budget, schedule, quality and risk.

Identify project risks, develop risk mitigation and contingency plans, and implement action plans to reduce or eliminate project risks.

2006 March to 2008 December : The Nairobi Academy

Position : Maintenance supervisor

***Duties and responsibilities.***

- Inspect facilities periodically to determine problems and necessary maintenance
- Prepare weekly maintenance schedules and allocate work
- Recruit, supervise and train maintenance technicians
- Hire and supervise tradesmen during installations, repairs or maintenance (electricians, plumbers etc.)
- Inspect and maintain building systems (ventilation etc.)
- Contribute to the development of maintenance budget and ensure compliance
- Monitor inventory of materials and equipment
- Participate in coordination of projects (e.g. renovations)
- Ensure adherence to quality standards and health and safety regulations

**KEYS STRENGTHS.**

- ❖ Strong communication and presentation skills.
- ❖ Catalyst for change and transformation.
- ❖ Exemplary computer skill with proficiency in MS office and spreadsheet packages

**COMPUTER SKILLS.**

- Microsoft excel
- Microsoft PowerPoint
- Microsoft access
- Archi cad

**INTERESTS:**

- Reading informative materials
- watching football
- Travelling.

**REFEREES**

1. Mr. Edward Mwangi  
Businessman, Nakuru City  
Mobile-0737 970 922
  
2. Prof. G Thumbi  
Chairman K.A.T.R.A.B & Civil and Infrastructural Engineering  
The Technical University of Kenya

