

PERSONAL INFORMATION**Name:** Michael Muyekho

Wafula

Dob: 22/09/1996**Marital Status:** Single**Religion:** Christian**Nationality:** Kenyan**Cell Phone:** 0727157768/

0721941368

Email: micky001j@gmail.com**Address:** P.O Box 539-

30100 Eldoret.

Language: English & Kiswahili**Profile Summary**

A dedicated Tender Proposal Writer with 2 years of experience in crafting compelling proposals, bid documents and timely tender submissions for organizations. Adept at conducting in-depth research, collaborating with cross-functional teams, and ensuring industry standards. I am able to combine knowledge & skills and experience to recognize opportunities and or problems — make choices and implement decisions and work in multi-cultural environments. Broad background in supporting operational level planning, Corporate Communication, Customer Service and managing contingency operations missions and objectives.

Career Objectives

My ultimate desire to gain vast-world experience and utilizing the skills gained through my education and training, through a job opportunity in prolific goal oriented organization where I can realize my full potential; makes me a suitable candidate for consideration in an organization.

Career Vision

To be a team leader with positive difference whose leadership virtues are based on achieving social, economic and political development so as to better the lives of the people in my society, my country, my continent and globally

Work Experience**JAN 2023 – 1st MAY 2023:****ASSISTANT PROJECT MANAGER- JOSIM INSTANTENEOUS CONSULTIUM (K) LTD****Responsibilities:**

- Oversee a variety of communication tasks
- Sourcing for Tender proposals on Public Procurement Tender Portal, websites and Newspapers.
- Preparation of tender proposals perfectly i.e. Requests for Proposals, Pre-qualifications and Expression of Interest
- Development of strategies for preparation and winning of tender bids.
- Contribute to and/or lead the design, writing, editing, and ensure high-quality of competitive project proposals;
- Support the management of the full-cycle of proposal development, from idea generation to submission, to ensure in-house established procedures and proposal quality-control mechanisms are followed;
- Ensure the full compliance of the concept notes/proposals criteria and requirements;
- Meet proposal deadlines by establishing priorities and target dates for information gathering, writing, review, and approval, and coordinate requirements with contributors;

Education & Qualifications**5th SEP, 2017-29th JULY, 2022**

Laikipia University

Bachelor of Arts Kiswahili and
Communication**2013-2016**

Arnesen's Boys High School

Kenya Certificate of Secondary
Education (KCSE)**2004-2012**

Joyland Peace Academy

Kenya Certificate of Primary Education
(KCPE)

Interests & Hobbies

- Public Speaking
- Attending Conferences
- Watching Educational Documentaries
- Volunteer and Community work

Trainings

- Computer Literacy Skills- Proficient computer packages
- Project planning and implementation
- Data entry and Analysis
- Red Cross-Trained in Basic first aid
- Integrity and Anti-Corruption
- Guidance and Counseling

Skills and Competencies

- Ability to examine written material and oral presentations critically
- Proficient in Computer Packages
- Highly skilled in managing diverse generational workforce
- Editing and proofreading
- Attention to detail
- Confidential and organized
- Adept in training development
- Effective Planning and Organization
- Excellent written and oral communications
- Good interpersonal skills
- Social Relations and Teamwork
- Great organizational skills
- Decision making skills
- Skills to analyze data and develop logical solutions

- Review, edit and format technical progress and final project reports to ensure information is presented in a concise and coherent manner and that it complies with the requirements.
- Reviewing of tender documents, summarize critical information on documents and communicate to the team.
- Submissions of tender proposals to relevant procuring entities.
- Collaborate with experts, technical teams and sales representatives to gather necessary information for proposal content and learn market dynamics.
- Conduct comprehensive market research and competitor analysis to identify key selling points and differentiate our proposals.
- Customize proposal templates to align with client requirements and maintain consistency in branding and messaging.
- Other responsibilities and duties assigned by the Executive Director and Resource Mobilization and Proposal Writing

MARCH 2022 TO DECEMBER 2022

JUNIOR PROJECTS OFFICER- JOSIM INSTANTANEOUS CONSULTIUM (K) LTD

Duties and Responsibilities

- Collaborating with management to develop and implement communications strategies.
- Oversee a variety of communication
- Manage calls, company mails and website and provide immediate feedback
- Sourcing for Tender proposals on Public Procurement Tender Portal, websites and Newspapers.
- Preparation of tender proposals perfectly i.e. Request for Proposals, Pre-qualifications and Expression of Interest
- Development of strategies for preparation and winning of tender bids.
- Contribute to and/or lead the design, writing, editing, and ensure high-quality of competitive project proposals;
- Reviewing of tender documents, summarize critical information on documents and communicate to the team.
- Submissions of tender proposals to relevant procuring entities.
- Sourcing businesses, lobbying, doing market research and advertising the image of the company.
- Keeping records of all tender proposals submitted; sampling tenders won and regrets.
- Secretary to the both the Department's and external meetings.
- Preparation of Weekly and Monthly Reports for the Department.
- Management of the day to day running activities of the Department.
- Advising the concerned on how to improve the quality of the Department.
- Compilation and presentation of acquired data.
- Staff Performance Appraisal coordination.
- Effectively coordinated the preparation of strategic plan 2022-2027, Financial operation manuals, Policy / Review, Human Resource Terms/ Framework and conditions of employment.
- Responding to inquiries from the media and scheduling interviews.
- Consulting with key stakeholders including Office of the Executive Director, HR and other Departments to keep abreast of employee and workplace trends, sharing best practices and creating synergies where applicable.
- Conducting extensive and thorough visual surveys of areas covered during the census procedure.
- Coordinated and led meetings to inform management and stakeholders of operational challenges and suggested improvements.

REFEREES

Philip Ndeda Arunga
Branch Manager and Consultant -
Faulu Bank
Tel. 0724746259

Renson Kimutai
Manager- Josim Instantaneous
Consultium (K) Ltd
Tel. +254 727 841560
Email: renson.kimutai@gmail.com

Faith Njeri Gitau
Business Person
Tel. 0743114619
Email: njerigitaufaith@gmail.com

APRIL 2022- AUGUST 2022-KENYA INSTITUTE OF PUBLIC POLICY RESEARCH AND ANALYSIS (KIPPRA)-COMMUNICATION AND DATA ANALYST OFFICER

I Participated in the recruitment of thirty-two (32) vacant positions for KIPPRA.

Duties and Responsibilities

- Acted as a link/ channel of communication between the staff and Executive Director.
- Help the project teams manage resources and information and assist with scheduling and planning meetings and projects activities.
- Designating duties and responsibilities to other staff members.
- Developing Job Criteria, Evaluation Form and Interviewer mandates the selection and shortlisting process
- Data Capturing and analysis of Applications both mail and in hand delivery
- Sorting of applications into relevant advertised positions
- Check out the suitability of the candidate for each position and give feedback
- Receiving applications, sorting and shortlisting and communicate feedback to the successful candidates and none successful through mail and text messages.
- Handle Psychometric test for the candidates and data capturing of the candidates
- Preparation of indents for advertisement and ensure quality of the end results and data analysis for the candidates
- Determine the abilities of the candidates and personal attributes
- Preparation of daily and weekly reports and presentation
- Filing and recording of daily activities and reporting every milestone of the assignment.

DECEMBER 2021- MARCH 2022 JOSIM INSTANTANEOUS CONSULTIUM (K) LTD- PROJECTS COMMUNICATIONS INTERN

Duties and Responsibilities

- Provided excellent customer care services to maintain and improve customer relations, strengthen loyalty.
- Receiving feedbacks from clients and providing immediate solutions
- Reporting of all information and feedbacks received from clients to the Executive Director.
- Receiving and managing all calls for the firm
- Collaborating with management to develop and implement communications strategies
- Created and implemented strategies for improving operational efficiency and accuracy.
- Monitored daily and weekly key performance indicators to maintain on-track status
- Mitigated risk by implementing internal controls and safeguards for revenues and expenditures.
- Participated in continuous improvement by generating suggestions, engaging in problem- solving activities to support teamwork.
- Analyze project risks opportunities, Standardize and harmonize Risk Registers.

OCTOBER 2021 TO DECEMBER 2021 -COMMUNICATION INTERN-CAMBRIDGE MEDIA GROUP ELDORET

Duties and Responsibilities

- Videography and video footage editing.
- Photography and photo editing
- News writing.
- News editing.
- News reporting.
- Podcast.
- Booking guests.
- Writing mini-documentary stories.
- Uploading website content and managing social media accounts