ESTHER NYAKIO NJUGUNA
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CAREER PROFILE SUMMARY

Project management professional who enjoys turning plans into results people can see. Over 10 years, I have delivered projects, managed budgets and led teams across IT, agriculture and manufacturing. I currently manage a team of 10 at Maxider Limited, delivering IT infrastructure and system upgrade projects with variable budgets, within agreed and logical timelines and budgets. Earlier, I led field-based projects with farmers, contractors and development partners, raised productivity by 5% through better monitoring, and set up a business unit that cut operating costs by 16%. I hold a Master of Arts in Project Planning and Management, and I work best where clear planning, communication, teamwork and honest reporting drive delivery.

KEY SKILLS & COMPETENCIES

- Project Coordination & Workplan Management
- Multi-Partner Stakeholder Engagement
- Monitoring, Evaluation & Learning (MEL)
- Progress Tracking & Reporting
- Farmer & Community Engagement
- Budget & Resource Management
- Risk Management & Mitigation
- Data Collection & Analysis
- Asana & Jira Project Management Tools
- Microsoft Excel, Word & PowerPoint

PROFESSIONAL WORK EXPERIENCES

PROJECT OFFICER | *MAXIDER LIMITED* *SEPTEMBER 2024 – PRESENT*

Roles & Responsibilities

Project Coordination & Delivery

- Plan and schedule several IT infrastructure and system upgrade projects, keeping a master workplan of tasks, milestones and owners updated.
- Manage a team of 10 people, coordinates with the relevant stakeholders following up on actions until they are closed.
- Prepare and track projectswith multi million budgets and support cost control.
- Coordinate project resources and support contract administration with vendors.
- Balance resources across projects so deadlines and budgets are met.

Monitoring, Reporting & Risk

- Track progress against workplans, timelines, budgets and milestones, and recommend fixes when projects slip.
- Run risk assessments, keep risk registers and issue logs, and put mitigation steps in place.
- Write progress reports, status reports and close-out reports for management and clients, using Excel and other Office tools.
- Keep project records current so they stand up to audits and policy checks.
- Review completed projects with the team, record lessons learned and apply them to the next one.

Stakeholder & Partner Engagement

- Keep internal teams, management and clients informed through regular updates and meetings.
- Organise and coordinate project meetings and progress reviews, prepare agendas, document minutes and track action items to closure.
- Coordinate project kick-off meetings, travel arrangements and logistics for project activities.
- Track payment plans and outstanding payments, and monitor changes to project scope.

Key Achievements

- Delivered multiple IT infrastructure and system upgrade projects within agreed timelines, budgets and quality standards.
- Introduced clearer planning, tracking and reporting routines that made project progress easier to see.
- Kept clients and management informed with timely status reports.
- Cut project delays by spotting and acting on risks early.
- Simplified project documentation, improving record keeping and audit readiness.

PROJECT COORDINATOR | *MODLITWA GROWERS* *FEBRUARY 2021 – 2024*

Project Coordination & Partner Engagement

- Planned and coordinated agricultural development projects, including irrigation systems and rural infrastructure, from start to completion.

- Prepared work plans, schedules and budgets, and managed resources against them.
- Coordinated contractors, suppliers, local authorities, community groups, farmers and development partners.
- Managed procurement of materials, equipment and services in line with company policy.

Monitoring, Evaluation & Learning

- Led a team of five and tracked progress against timelines, budgets and performance indicators.
- Sent regular milestone updates and reports to management and key stakeholders.
- Organised stakeholder meetings, field visits and community forums, and followed up on agreed actions.
- Carried out monitoring and evaluation and documented lessons learned.

Sustainability, Capacity Building & Close-out

- Coordinated training for farmers and community groups on sustainable agriculture, irrigation management and resource conservation.
- Applied environmental sustainability standards in the use of project resources.
- Wrote project completion reports and post-project evaluations to assess results.

Key Achievements

- Led the team of five that installed a modern irrigation system, cutting operating costs by reducing water wastage.
- Introduced a project analysis and monitoring framework that increased productivity by **5%**.
- Improved reporting so management could decide faster.

OPERATIONS OFFICER | *RAVENSWOOD LTD* *MAY 2015 – JANUARY 2021*

Operations & Production Management

- Managed operations in footwear manufacturing, from production planning and quality to inventory, supply chain and logistics.
- Prepared production plans and schedules to meet business targets and customer requirements.
- Coordinated production, supply chain and logistics teams to deliver orders on time.

Procurement, Logistics & Inventory

- Coordinated procurement, inventory, warehousing and logistics to keep production running.
- Managed supplier deliveries and stock replenishment to avoid delays.
- Reorganised transport and distribution to cut logistics costs.

Team Leadership & Performance

- Led and coached three production supervisors.
- Tracked KPIs and operational data, and used them to raise productivity.
- Introduced lean practices that cut waste and lowered costs.

Key Achievements

- Set up a new outsourced business unit that reduced operational costs by **16%** and increased production capacity.
- Improved productivity and reduced transport and fuel costs through better logistics planning and coordination.
- Reduced inventory holding costs by strengthening batch control and inventory management.

OTHER PAST EXPERIENCES

PROCUREMENT ASSISTANT | *RAVENSWOOD LTD* *AUGUST 2013 – MAY 2015*

- Supported procurement, inventory management and supplier coordination to keep production running.
- Bought materials, monitored stock levels, negotiated with suppliers, resolved invoice issues and researched the market to support procurement improvements.
- Reduced dead stock and procurement costs through better inventory controls and supplier negotiations, and improved order lead times.

EDUCATION BACKGROUND

- **Master of Arts in Project Planning and Management** | *University of Nairobi* *2017 - 2019*
- **Advanced Diploma in Purchasing and Supply** | *Chartered Institute of Purchasing and Supply (CIPS) 2013 - 2015*
- **Bachelor of Purchasing and Supplies Management**
  Jomo Kenyatta University of Agriculture and Technology (JKUAT) *2009 - 2012*
- **Professional Training**: *Agile Project Management | Scrum Master | Production Quality and Output Optimization*
- **Professional Membership***: Kenya Institute of Supplies Management (KISM) | Chartered Institute of Logistics and Transport (CILT)*

REFERENCES

Available upon Request.