



Pauline Ngoru (CPA-K)

An all rounded business executive with a passion in sales

Contact

P.O. Box 2062, 00900 Kiambu
+254 722841280
ngoruwanjiku@gmail.com

Key Skills

Management & Leadership
Commercial Awareness
Business Acumen
Policy design and implementation
Problem Solving and Decision Making
Forward Planning & Decision Making
Strong Interpersonal Skills
Coaching & Mentoring
Exemplary negotiator
Excellent Communicator
All rounded Business Technical Skills
Business Development & Revenue Growth
Business Regulatory Compliance
Quality Management System
Passionate about brand management and reputation
Tax Management
Good understanding of the Labour Act (K)
Export and Import processes expert

Objective

I am a pro-active and result-oriented all rounded business executive with proven ability to improve business operations, impact growth, and maximize profits through; financial management, cost reduction, internal controls, and productivity/efficiency controls. I effectively communicate direction, commit people to action, and convey complex information in an easily understood form with the ability to work independently while being a strong team player.

AWAK's Involvement

- Board Member and Secretary to the board**
2021 -2022 – Committee Convener of the HR and Admin committee. We have revamped the secretariat by increasing the team's engagement, and enhancing their benefits as well as championing enhancement of members' experience. We have enhanced the staff performance appraisal / evaluation process by introducing 360 degrees performance appraisal.
- Annual Ladies Accountability & Leadership Conference (LCC)**
2019 and 2020 – Designated conference material specialist tasked to source and deliver high quality branded merchandise.
2021: Single handedly with the support of an intern mobilized and delivered 200 delegates both physical and virtual.
2022: Handled the a-z of the conference pre, during and post conference logistics
- Member Services committee**
2020-2021 – Committee convener – Championed visibility campaigns through the Visibility Sub-committee that had grown AWAK's social media following tremendously. Grew the full membership by 20% and 27% in 2020 and 2021 respectively as well as diversified AWAK's membership by bringing on board younger professionals and more members from the private sector.
- CSR and Mentorship Committee**
2020-2021 – Committee co-convener – participated in the coordination of various CSR activities that were geared towards enhancing the livelihood of young women at Shanzu Transitional Workshop for Disabled Young Women.

Experience

June 2021 – to date

Chief Executive Officer · Executive · Tarpo Industries Limited

I have redefined the business strategy and model from a manufacturing business to a sales business with a manufacturing problem focusing on large turnkey projects and tapping into the untapped and underserved markets.

- Successfully negotiated and closed the first order under the new business strategy worth US\$ 500,000.
- Obtained integrity recognitions: The Blue Company and BCKK Integrity Index 2021/2

January 2009 – December 2015 & February 2017 – May 2021

General Manager · Senior Leadership · Tarpo Industries Limited

The role spanned through the entire organization with direct involvement in Accounts, Finance, Supply Chain Management, Human Resource Department and production and scheduling.

- Grew the P&L by 13% and converted the organization's largest order worth US\$ 2.3 Million.
- Championed the implementation and certification of ISO 9001
- Evolved the organization to a robust and enthusiastic culture promoting human resource growth through coaching and mentoring
- Established, built and maintained strong stakeholder relationships

January 2008 – December 2008

Head of Accounts & Administration Department · Middle Management · Tarpo Industries Limited

February 2006 – December 2007

Accounts Assistant · Middle Management · Tarpo Industries Limited

October 1999 – February 2006

Accounts & Administrative Assistant · Middle Management · Centurion Systems Limited

Education

Management University of Africa
– Executive MBA (Student)
Academy of Executive Coaching
Ltd (AoEC) – Executive Coaching
Diploma
Vision Institute of Professionals –
Certified Public Accountant
Kenya (CPA-K)
Kenya School of Professional
Studies – Library & Information
Studies Diploma

Hobbies

Moderate Adventure
Hobby farming
Nature & Conservation
Beach & Bush
Travel

Other Activities

- 2020 – to date – Personal Finance Trainer,
- 2016 – 2018 – Pioneer member of Blessed Mummies, a support forum that has journeyed with more than 50 expectant mothers through pregnancies, deliveries, post-delivery, exclusive breast feeding and weaning among other motherhood milestones. I have organized milestone events for the members including a baby shower that attracted corporate sponsorship.
- 2001–2005 – Organizing secretary Institute of Electrical & Electronics Engineers (IEEE) Kenya Chapter Engineering Students' Exhibition. Grew the participation base from an initial 15 students to over 150 students in a span of 4 years.

Leadership

I strongly believe in cultivating strong teams and maximizing on team's dynamics to achieve the organizational goals through grooming my team members professionally to achieve their greatest possible potential. Coaching, mentoring, training and any task that requires the transfer of knowledge come naturally to me, I believe these are critical in developing an award-winning team.

I am governed by a strong personal ethics and code of conduct anchored on transparency and accountability.