

KERAITA IAN AGAO

✉ agaokeraita@gmail.com | ☎ +254714427422

PROFESSIONAL SUMMARY

Civil Engineering graduate with hands-on experience in construction supervision, material testing, and quality control across infrastructure projects. Proven ability to support site operations, conduct laboratory analysis, and ensure compliance with engineering standards.

I am experienced in data systems and operational support, including CRM management, data tracking, and process organization. Combines technical engineering expertise with strong analytical, organizational, and problem-solving skills to deliver accurate and efficient outcomes.

Additionally, I'm currently building my proficiency in Xero and QuickBooks, I've consistently demonstrated the ability to learn new systems quickly. I enjoy learning new technology and typically become comfortable with new systems through hands-on use, documentation, and process mapping.

CORE COMPETENCIES

Engineering & Technical

- Construction supervision & site coordination
- Material testing (soil, aggregates, concrete)
- Laboratory analysis & mix design verification
- Engineering drawings interpretation
- Quality control & compliance monitoring

Data & Operations

- Data verification & record accuracy
- CRM systems (GoHighLevel)
- Excel & data tracking systems
- Workflow organization & reporting
- Process improvement & coordination

Tools & Systems

- Microsoft Excel, Word, PowerPoint
- Google Workspace
- AutoCAD, ArcGIS
- AI tools for automation & productivity
- Xero (Foundational familiarity)
- QuickBooks (Foundational familiarity)

PROFESSIONAL EXPERIENCE

Virtual Assistant (Concurrent Roles)

Framework Agency & Joint Forces Roofing (JFR) | Jan 2024 – Present

- Managed CRM systems ensuring accurate tracking of leads, campaigns, and client data
- Maintained structured datasets and supported reporting and performance tracking
- Executed email campaigns and newsletters to support client engagement
- Organized inboxes and communication workflows, improving response efficiency
- Coordinated daily operational tasks across two organizations simultaneously
- Maintained data systems for signups, campaign tracking, and client records

Operations Assistant

Jatex Car Dealers | Apr 2023 – Apr 2026

- Maintained and updated inventory and operational records
- Supported customer communication and after-sales processes
- Assisted in administrative workflows and daily office operations
- Contributed to sales processes and customer consultations

Engineering Intern

China State Engineering Corporation Limited | Apr 2023 – Jan 2026

- Conducted material testing (soil, aggregates, concrete) to industry standards
- Supervised construction works including asphalt and gravel operations
- Performed laboratory analysis and mix design verification
- Ensured compliance with engineering specifications and quality standards

Academic Attachment

Francon Construction Company | Jan 2023 – Apr 2023

- Assisted in site supervision and construction operations
- Interpreted engineering drawings and survey data
- Conducted material testing and quality checks
- Participated in structural and masonry works

PROJECT EXPERIENCE

- Conducted material testing and analysis for construction projects, ensuring compliance with engineering standards
- Supported mix design verification and laboratory testing procedures
- Participated in site supervision and execution of construction works
- Interpreted engineering drawings and supported field data accuracy

EDUCATION

Bachelor of Science in Civil Engineering

Multimedia University of Kenya

Second Class Upper Division | GPA: 3.43

STRENGTHS

- Strong analytical and problem-solving ability
- High attention to detail and accuracy
- Ability to manage multiple tasks in fast-paced environments
- Strong communication and teamwork skills
- Adaptable across technical and operational roles

REFERENCES

Joey Abdullah

Owner, Framework Agency

✉️ joey@frameworkagency.io

Linet Onyango

Operations Manager, Framework Agency & Joint Forces Roofing

✉️ go@frameworkagency.io

Julian Otanga

Supervisor, China State Engineering Corporation Limited

✉️ jdotanga@yahoo.com

☎️ +254746757441

Chumba Leon Kimutai

Engineer, Kenya Rural Roads Authority (KeRRA)

✉️ kymleon371@gmail.com

☎️ +254712686132