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**CAREER OBJECTIVE**

To use the knowledge, skills, experience and expertise that I have acquired, talent capabilities to serve and improve an organization’s goals while making the environment conducive for the society.

## WORK EXPERIENCE

**2014-Date:** Part time Lecturer Cooperative University of Kenya and Catholic University of Eastern Africa

**2011-Date: Hr & Administration Officer at Intragobal Training Institute.**

#### Key duties/responsibilities

* In charge of Recruitment, Training and Development of staff
* Carrying out the recruitment procedure of the college, maintaining and updating all the records of employees, planning directing and coordinating the administrative function.
* Administration, organization and smooth running of college. Liaising with heads of department, invigilators and teachers.
* Dealing with certification issues and appraisal of employees’ performance.
* Attending result days, distributing documentation to staff and dealing with their queries/ suggestions and opinions.

**2005-2009: Translator/Teacher.**

* Teaching refugees English & Swahili
* Translating at Arkline Centre.
* Translating church documents at Donholm church
* At hospitals and other social amenities for the refugee intergration.

# 2003-2010: Project Coordinator at Arkline Community Centre

#### Key duties/responsibilities

* Developing and maintaining a detailed project schedule which includes administrative tasks involved.
* Participation in Team Meetings, monitoring and evaluating projects (including travel arrangements) reports.
* Ensuring that the right training needs assessment is carried out to cater for all training needs for the youth & women.
* Coordinating all community social responsibilities at the Centre regularly
* Ensuring all welfare concerns for the Refugee are well managed
* Budget formulation and administration.
* In charge of correspondences internally, externally and reporting.

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# EDUCATIONAL & PROFFESSIONAL BACKGROUND

# 2015-Date: PhD Candidate

2011-2013: Masters in Business Administration (HR Option)

Jan-Dec 2010: Higher National Diploma Human Resource

2008-2010: Degree in Bachelors of Business Administration.

2002-2003: Diploma in Project Management

1999-2001: Advanced Diploma business Studies

1998-1999: Diploma in Business Studies

REFEREES

* 1. **Prof. Alloys Ayako**

Dean of students (Commerce) Catholic University,

P.O Box 62157-00200 Nairobi.

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**2. Dr. Lucy Maina**

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