

Nationality: Kenyan

Gender: Female

Marital Status: Married

Email: ekhalayi@kibu.ac.ke

PERSONAL PROFILE

I am a hardworking, team player and self driven individual.

My Professional experience and Educational background in BSC. Degree in Disaster Management and International Diplomacy, Diploma in Human Resource Management and on-going Master of Science in Human Resource Management has prepared me to fit and operate in my position as an Administrative Assistant.

I possess excellent communication and interpersonal skills. I have a great command of both written and spoken English Kiswahili and German.

I also possess good leadership and organizational skills, first Aid skills and am proficient in computer productivity tools.

CAREER OBJECTIVE

To serve in a capacity that will benefit my employer and contribute positively to my career growth and fulfillment.

WORK EXPERIENCE

KIBABII UNIVERSITY

Overall in-charge of other Administrative Assistants (FESS) Feb 2020 – MAR 2022

Duties and responsibilities

1. Supervision of Staff under me; who comprise of one administrative assistant, one data entry clerk, one records clerk and one office administrator.
2. Planning and coordinating of tasks at the Faculty under the supervision of the Dean FESS.
3. Delegating of duties to be performed in the Dean's office under the supervision of the Dean FESS
4. Ensuring effective functioning of day to day operations in the Dean FESS office.
5. Liaising with ICT to ensure Faculty materials are updated on the Website.
6. Working with the ICT department to assist students experiencing challenges with the ERP.

Administrative Assistant June 2017 - Present

Duties and responsibilities include;

1. Assisting in registration and orientation of students
2. Managing students' academic records.
3. Attending to client queries and concerns
4. Preparation of documents for meetings
5. Preparation of documents for PC Evaluation
6. Assisting in Preparation of documents and procedures according to the ISO requirements.
7. Provision of secretarial services to the SOE Board during presentations
8. Preparation of Results for onward transmission to the School Board and Senate meetings.
9. Preparation of Graduation and Award lists
10. Report writing
11. Assisting in communication to the School members and circulating relevant information as required.
12. Ensuring safe custody of the University property in the Dean SOE office.

Project Management Office East Africa (PMOEA) Ltd Jan 2015 – Dec 2016 Training Administrator

Duties and responsibilities included;

1. Managing students' academic and financial records.
2. Attending to client queries and concerns,
3. Preparation of documents for meetings and minute taking,
4. Preparation of Proposals for Funding,
5. Report writing, communication to team members and updating them on progress of company activities,

HOBBIES

Reading informative literature,
Volunteering in community
projects.

Sporting activities
Travelling and hiking
Counseling

EDUCATION

KIBABII UNIVERSITY (JANUARY 2021 – DATE)

Master of Science in Human Resource Management

UNIVERSITY OF NAIROBI. (JUNE 2019 – DEC 2020)

Diploma in Human Resource Management

MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY.
(Aug 2006 -Apr 2010)

Bachelor of Science in Disaster Management and International Diplomacy

ST. FRANCIS GIRLS HIGH SCHOOL, MANG’U (FEB 2002 – NOV 2005)

Kenya Certificate of Secondary Education

JOMO KENYATTA ACADEMY (JAN 1994 – NOV 2001)

AFFILIATION TO PROFESSIONAL BODIES

Association of Disaster Management and Conflict Resolution of Kenya (ADMCRK)
Member

LIFE MEMBER

Kenya Red Cross Society (KRS)

REFEREES

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