**CURRICULUM VITAE**

**MASAKE**

**AREAS OF EXPERTISE**

Labor laws and legislation

Planning for leaves and offs

Note taking

HR process and systems

Employee training and development programs

Answering HR related queries

Recruitment methods

Monitoring employee absences

**PERSONAL SKILLS**

Excellent interpersonal relations

Decision making

Attention to details

Microsoft office skills

Fluent in oral and written English

**EDUCATION**

**Jomo Kenyatta University of Agriculture and Technology**

BSc. Human Resource Management

September 2012- August 2015

**College of Human Resource Management (Kenya)**

Diploma in Human Resource Management

June 2009-December 2010

**St. Mary's High School Kibabii:**

Kenya Certificate of Secondary

Education (KCSE)

February 2005- November 2008

**PERSONAL SUMMARY**

 Masake is a competent and organized individual who is well culture with regard to human resources practices. He is able to work well as part of a team, independently as well under pressure and in a relaxed environment. Masake has a positive attitude, strong work ethic, and a keen desire to learn and grow within a firm. He possesses superb interpersonal skills, communications skills and always treats people respectfully according to their individual needs. As a professional he fully understands the importance of the HR department and the vital functions it bears to any organization. Therefore, he aims to make any office he works in as effective and efficient as possible. Right now he would like to work for a friendly and exciting company that is looking for a HR Assistant/administrative assistant where he can further his expertise in the field as well as the company’s goals and objectives.

**Career History/ Work experience**

**Eumot Business Agency: August 2016-December 2016**

**Administrative assistant**

Tasked with overseeing employees’ life cycle from recruitment, induction to exit, and providing administrative support to the company directors. Also, fully involved in the day to day-to-day running of the business.

Duties

* First point of contact for any prospective employees
* Maintenance of employee records
* Maintenance of company transactions lists
* Background checks on prospective employees
* Following up on business deals with the firm’s clients.
* Ensure proper functioning of the company’s machinery.

**UAP GROUP: February 2016-June 2016**

**Financial Advisor**

I helped customers figure out how much insurance they can afford, as well as how much coverage they need to insure property or life. I interviewed clients to determine their current income, expenses, financial objectives and tax status, and how much insurance coverage they would like to purchase. I would then recommend coverage options.

Duties

* Provision of financial planning advice to potential clients.
* Seeking of customer feedback with regard to company products
* Participation in product campaigns and launch
* Facilitating client relationship management
* Conducting door-to-door selling of company product

**Seminars and training**

**May 2015**

Human resource for vision 2030 at Jomo Kenyatta University

**February 2014**

Human Resources Day, organized by Jomo Kenyatta University Human Resource Students Association (JKUHRSA) hosted at Jomo Kenyatta University of Agriculture and Technology.

**INTERESTS/HOBBIES**

Table tennis

Travelling

Movies

Making new friends

At UAP I was able to identify new and untapped client bases, I developed a plan to connect with potential clients and created new referral sources this resulted to an increase in revenue for the company. I was able to build contacts with potential clients through door-to-door strategies thereby increasing the client database for the company.

**Coffee Research Institute (KALRO): October 2014-December 2014**

**Student trainee**

My purpose was to assist the Head of HR in attracting, retaining, developing and deploying teams of people with energy, passion and skills.

**Duties**

* Supporting recruitment of new staff and replacement
* Facilitating preparation of job descriptions
* Ensure each staff has a personal development plan and an updated performance management file.
* Supporting the processing all resignations in conjunction with the Head of HR.
* Propose new or improvement of policies with regard to other student trainees and those on internship programs on an ongoing basis.
* Performance management – ensure timely appraisals, moderation of final scores with the Head of unit and managing poor performance.
* Ensuring employees' leaves and offs are prepared on time.

**INTERNATIONAL CENTRE FOR INSECT PHYSIOLOGY AND ECOLOGY (ICIPE):**

**May 2012 -July 2012**

**Data Officer**

I was in charge of data collection, analysis and reporting for a survey whose purpose was to determine the effect of striga weed in Teso North Constituency.

**Duties**

* Conducting interviews
* Data collection
* Produce data sets that both improve processes but also record standard operating processes that include all aspects.
* Analysis of a range of existing data to inform and advice program implementation.
* Maintaining data entry requirements by following data program techniques and procedures.

**Referees**

Available on request

* Developing quality assurance systems that provided confidence in the data collected and used.

**Achievement**

Implemented a data accuracy program, thereby reducing marginal errors by 50%. I also improved data entry accuracy by 60% by introducing a “read thorough” system which ensured the precision of each entered record.

**EUMOT BUSINESS AGENCIES LIMITED**

**Administrative Assistant**

**December 2011 – April 2012**

**Duties**

* Develop and maintain customer records/contacts
* Man the front office and operate the switchboard
* Ensure all visitors are assisted promptly and professionally
* Handle contract development and other HR documentations
* Telemarketing of available property to clients
* Coordinates & arranges for client site visits with the sales team
* Managing correspondence and dispatch both internal and externally
* Liaising with various service providers
* Ensure compliance on office documentation from utilities, licenses and permits.
* Assist in the planning and preparation of meetings, conferences and workshops
* Maintaining files, materials, information, schedules and related data

**Achievement**

Provided exceptional support to managers and co-workers which increased overall efficiency by 30%