**CURRICULUM VITAE**

[SALIM.365662@2freemail.com](mailto:SALIM.365662@2freemail.com)

**PERSONAL DETAILS**

Name :             SALIM

Year of Birth : 1985

Sex :                  Male

Nationality :       Kenyan

Religion :           Muslim

**CAREER OBJECTIVE**

To further enhance the skills and experience in the areas of Human Resource and Administration.

**PROFFESSIONAL SKILLS**

I am a self-motivated professional equipped with the following skills; Training, Planning, Office Administration, Purchasing, Storing, Team Building, Staffing and many more.

**WORK EXPERIENCE**

Self-disciplined individual with over 4 years diverse industry experience. Proficient in prioritizing and completing tasks in a timely manner, yet flexible to multitask when necessary. A team player who is attentive to detail and able to work in a fast paced environment. Possess excellent oral and written communication skills as well as strong computer skills.

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| **YEAR** | **INSTITUTION** | **POSITION** |
| Feb, 2016- date | Galsi Enterprises | Human Resource officer |
| Sept, 15-Dec,2015 | Rifkin’s College | Human Resource trainer & assist. administrator |
| May-Aug, 2015 | National Hospital Insurance Fund(NHIF) | Internship |
| Jan – Dec, 2014 | Mkwakwani Secondary School | B. O. G Teacher |
| May – Aug 2013 | Ukunda Secondary School | B. O. G Teacher |
| 2012 - 2013 | Gombato Secondary School | B. O. G Teacher |
| 2011- 2012 | Kaya Tiwi Secondary School | B. O. G Teacher |

**OTHER RESPONSIBILITIES**

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| **YEAR** | **INSTITUTION** | **RESPONSIBILITY** |
| Jan – Dec, 2014 | Mkwakwani secondary school | **Academic Master**, H.O.D science, Disciplinary committee secretary, Deputy Games Master, Patron – Scout and Red Cross club. |
| May – Aug, 2013 | Ukunda secondary school | Patron – Scout and Red Cross club. H.O.D science, Class teacher, Disciplinary committee member. |
| 2012 - 2013 | Gombato secondary school | H.O.D science, **School Tendering Committee secretary**, Class teacher, Disciplinary committee member. |
| 2011- 2012 | Kaya Tiwi secondary school | Class teacher, young farmers club deputy patron, wildlife and environment club patron. |

**PROFFESSIONAL BACKGROUND**

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| **YEAR** | **ACHIEVEMENT** | **INSTITUTION** |
| 2013 - 2014 | Diploma in Human Resource Management & Industrial Relations | Technical University of Mombasa |

**ACADEMIC BACKGROUND**

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| 2001 - 2004 | KCSE – Kenya Certificate of Secondary school | Voi Secondary School |
| 1992 - 2000 | KCPE – Kenya Certificate of Primary Education | Chongolo Primary School |

**OTHER QUALIFICATION**

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| YEAR | ACHIEVEMENT | INSTITUTION |
| 2005 - 2006 | Remedial Results | Islamic University in Uganda |
| 2003 – 2004 | Certificate – triangular Muslim association | Taita Taveta county secondary schools |
| 2001 - 2004 | Introduction to computer certificate | Voi secondary school |

**COMMUNITY CHARITABLE PARTICIPATION**

* Participated in beach cleanup at Likoni, Msambweni, Diani, and Tiwi Beaches as a volunteer.
* Participated in tree-planting in tiwi, Ukunda/Diani.

**SEMINARS AND WORKSHOPS ATTENDED**

* Red Cross Camp at Vinono Vyehu in Msambweni
* Science Congress workshop at Allidina Visram School in Mombasa
* Personal and Career development workshop at the Technical University of Mombasa organized by Friends for life

HOBBIES

* Socializing
* Exploring different fields of business
* Helping/supervising others in accomplishing their assignments