

# SALOME A. NYABOLA

P.O.Box 2899 - 30100  
Eldoret, Kenya  
Tel: +254 728 864 730  
E-mail: [sachieng8@gmail.com](mailto:sachieng8@gmail.com)

<b>Personal Summary</b>	Highly trained and qualified professional capable of leading organizations in business administration by implementing new and innovative ideas that improve overall efficiency in the organization.
<b>Academic Background</b>	<p>MBM in Strategic Management. Course work completed. Doing my thesis. <b>University of Eldoret</b></p> <p>Bachelor of Science in Human Resource Management (2008 - 2012) <b>Moi University</b></p> <p>Certificate in Computer Packages (2007) <b>Mikleen Institute of Computers</b></p>
<b>Professional Experience</b>	<p><b>Administrative Assistant</b> Kenyatta University – January 2016 to Date <b>Duties:</b></p> <ul style="list-style-type: none"><li>▪ Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.</li><li>▪ Secures information by completing data base backups.</li><li>▪ Maintains operations by following policies and procedures; reporting needed changes.</li><li>▪ Tracking students' test results in the school.</li><li>▪ Analyzing the data for errors. Reporting problems with the data.</li><li>▪ Accurately entering information into various computer programs.</li><li>▪ Keeping sensitive student information confidential.</li></ul> <p><b>Key achievements:</b></p> <ul style="list-style-type: none"><li>▪ Reorganized student's data in the database, reducing redundancy by 60%.</li><li>▪ Reduced record pulling time by converting all paper records into electronic forms.</li><li>▪ Successfully converted existing data entry system into a more advanced version, without affecting daily work processes.</li><li>▪ Trained 15 newly hired data entry personnel for deployment.</li></ul> <p><b>Part-time Lecturer</b> University of Eldoret – September, 2014 to December 2015 <b>Duties:</b></p> <ul style="list-style-type: none"><li>▪ Providing quality teaching, learning and assessment to learners using the most appropriate and innovative methods.</li><li>▪ Producing high quality learning and assessment materials and assignments and using appropriate resources to support learning and assessment.</li><li>▪ Ensuring smooth running of courses, including timely and accurate completion of student attendance records, retention and achievement records, maintaining excellent classroom management and student discipline whilst observing college regulations.</li></ul> <p><b>Key Achievements:</b></p> <ul style="list-style-type: none"><li>▪ Meet deadlines consistently in finishing coursework, setting exams, marking and results submission.</li><li>▪ Have a perfect class attendance record. Efficiency in time management.</li><li>▪ Complimented by fellow colleagues and the head of department.</li></ul>

<p><b>Part-time training and consultancy</b></p>	<p><b>Business Hub Seminar – Coordinator</b> University of Eldoret Town Campus February 2016 to March 2016</p> <p><b>Management Information Systems Trainer</b> Rivatex East Africa Limited. Moi University Facility. January 2016</p> <p><b>Selected Electoral Trainer (S.E.T)</b> Independent electoral and boundaries commission. January 2015 to February 2015</p> <p><b>Hiv/Aids Test Counselor (HTC)</b> Rai Plywoods Limited – March 2013</p>
	<p><b>Volunteer – administrative assistant</b> Kano Plains Family Helper Project – January 2014 to June 2014</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>▪ Facilitate the community development planning process.</li> <li>▪ Establish and support a community development committee.</li> <li>▪ Facilitate the development of, and implement, a community development plan including vision, goals and objectives.</li> <li>▪ Research and provide recommendations on community development opportunities.</li> </ul> <p><b>Key achievements:</b></p> <ul style="list-style-type: none"> <li>▪ mediating in matters of conflict and encouraging participation in activities.</li> <li>▪ recruiting and training paid and voluntary staff.</li> <li>▪ planning, attending and coordinating meetings and events.</li> </ul> <p><b>Data Clerk</b> World Vision Kenya – November, 2011 to April, 2012</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>▪ Combining field work reports as and when required from the children’s department.</li> <li>▪ Ensuring that all reports from the project manager and supervisor are entered into database in a systematic manner.</li> <li>▪ Maintaining good records and attaining daily goals as required.</li> <li>▪ Conducting site reviews and making recommendations.</li> </ul> <p><b>Key Achievement:</b></p> <ul style="list-style-type: none"> <li>▪ Built a new team for the organization to manage workflow.</li> <li>▪ Supervised delegated projects and attained the set objectives.</li> <li>▪ Resolved internal conflicts.</li> <li>▪ Implemented a service level agreement.</li> <li>▪ Improved office efficiency and customer service by overhauling previously haphazard filing system.</li> </ul> <p><b>Attachee alongside sales and marketing</b> Rai Plywoods (K) Ltd – May to July, 2011</p> <p><b>Trained on:</b></p> <ul style="list-style-type: none"> <li>▪ Sales and marketing of the company’s products. This took place in the sales and marketing department.</li> <li>▪ Going on field with seniors to study the market and customers of the company.</li> <li>▪ Generating enquiries for the company and converting them to customers.</li> <li>▪ Studying market the company products as compared to other companies.</li> <li>▪ Assisting seniors in daily activities. Implementing HR programmes.</li> <li>▪ Providing organizational counsel on tactical account matters, linked to strategic plans.</li> <li>▪ Maintaining good employee records and industrial relations.</li> </ul>

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**Referees**

Michael Mwose  
**Constituency Elections Coordinator, IEBC**  
P.O Box 76416-00508, Nairobi ,Kenya  
Email: [mmwose@gmail.com](mailto:mmwose@gmail.com)  
Tel: +254 721 590 567

Evans N. Nyachoti  
**Senior Administrator, School Of Business**  
Kenyatta University  
P.O Box 43844-00100 Nairobi Kenya.  
Tel: +254 721 382 130.

Fredrick Odhiambo  
**Station Manager, Total Kenya**  
P.O. Box 639-30100 Eldoret, Kenya  
Email: [frodhiambo@yahoo.com](mailto:frodhiambo@yahoo.com)  
Tel: + 254 720 389 978