

CURRICULUM VITAE

FIDELIS MUMBI MUKURU

PERSONAL DETAILS

D.O.B : 22nd November 1982.
Gender : Female.
Marital Status : Married
Languages : Fluent in English and Kiswahili.
Address : 194, GATUNDU.
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CAREER OBJECTIVE

Open to various career challenges with particular interest in Company Secretarial Practice and Administration in attaining the highest level of both personal and professional standards and utilize the same in enhancing self and Organization's efficiency and development.

PERSONAL STRENGTH

- To work under minimal supervision.
- Working under tight deadlines with no supervision
- Quick learner and result oriented
- Good interpersonal skills.

PROFFESIONAL EXPERIENCE

JULY 2014 - TO DATE: JETO SECRETARIES & REGISTRARS
POSITION ASSISTANT COMPANY SECRETARY

DUTIES

- Advise the board members and shareholders on the compliance with the Company law, the Company's Memorandum and Articles of Association and other related statutes.
- Advise the board members and the shareholders on their obligation as members of the Board of Directors and/or Members of the Company.
- Doing pre-board and shareholders meeting preparation documents.
- Attending to the board and shareholder's meetings and taking minutes.
- Advise the Board and the shareholders on procedures of meetings and related matters.
- Maintain statutory records, for example, The Register of Members and Directors, the Minutes book and Company seals.
- Prepare various resolutions as and when authorized by the Board or the Members,
- Prepare and submitting Statutory Returns for filing with the Registrar of Companies.
- Deal with transfer and transmission of shares.
- Deal with share allotment and issuing of share certificates.
- Deal with alteration of the Company's Memorandum and Articles of Association as and when need arises.
- Deal with increase of the nominal and issued share capital of the Company,

- Carry out Company searches at the Company Registry and advising the Company on the outcome of the same.
- Advise and/or assist Directors on registration of Companies and businesses.
- Company struck off.

ACHIEVEMENTS

- Initiated formation of Jeto Secretaries & Registrars website.
- Introduced electronic filing system.

SEPTEMBER 2013–MARCH 2014: SCRIBE SERVICES **POSITION ASSISTANT COMPANY SECRETARY**

Duties:

- Maintained statutory records, for example, Register of Members and Directors, the Minutes Book.
- Prepared various resolutions as and when authorized by the Board or the Members.
- Prepared and submitting Statutory Returns for filing with the Registrar of Companies,
- Dealt with transfer and transmission of shares,
- Dealt with share allotment and issuing of share certificates
- Dealt with increase of the nominal and issued share capital of the Company,
- Carrying out Company searches at the Company Registry and advising the Company on the outcome of the same,
- Company struck off.
- Company & Business name searches.
- Registration of companies & business names.

MAY 2012-AUGUST 2013: THOMAS DANIEL & ASSOCIATES **POSITION: ADMINISTRATIVE ASSISTANT/ ASSISTANT COMPANY SECRETARY**

Duties:

- Dealt with increase of the nominal and issued share capital of the Company,
- Carried out Company searches at the Company Registry and advising the Company on the outcome of the same,
- Advised and/or assisted Directors on registration of companies and businesses
- Prepare and ensure Annual returns are submitted to the State Law office before their deadlines.
- Maintaining statutory books, including register of members, directors and secretaries.
- Maintaining diaries.
- Filing documents
- Answering phone calls.
- Organizing meetings.

JULY – MID OCTOBER 2004: BIDCO OIL REFINERIES LIMITED **INTERNSHIP: HUMAN RESOURCE ASSISTANT**

Duties:

Using BAAN system – Enterprise Resource Planning system.

Record keeping.

Procedures of recruitment and selection.

Processing of NHIF and NSSF cards.

Human resource policies and their application.

General administrative duties.

EDUCATION

COLLEGE: EXCEL INSTITUTE OF PROFESSIONALSTHIKA

JUNE 2016: Certified Public Accountants (CPA) Part one (1) pass
JULY 2016: Member Institute of Certified Public Secretaries of Kenya (ICPSK)
JAN 2005 TO JUNE 2012: Certified Public Secretaries (CPS) K.
JAN - DECEMBER .2004: Kenya Administration Management Examination (KAME)
Final level, pass.

OTHER SKILLS: CAPITAL LINKS COMPUTER COLLEGE THIKA

April – June 2003: Certificate in Quick Books, Sage and Pastel

1998- 2001: SENIOR CHIEFKOINANGEHIGH SCHOOL

Kenya Certificate of Secondary Education (K.C.S.E).

1989-1997: KAHUGU-INI PRIMARY SCHOOL

Kenya Certificate of Primary Education (K.C.P.E).

HOBBIES

- Travelling
- Making friends
- Reading.

REFEREES

1. Nelly Arunga,
Office administrator
Jeto secretaries & Registrars
P.o Box 3672 Nairobi
Mobile No. 0704423128.
2. Carol Njuguna
Human resource manager
P.O. Box 40612-00100 Nairobi
Mobile No. 0721586012.
3. Cleopus Peter Maunda
Human resource manager
Thomas Daniel & Associates
P.O. Box 67372-00200 Nairobi
Mobile No: 0724800836.