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| **CURRICULUM VITAE – FLORENCE AKINYI ACHAYO** | |
| **Contact Address** | **P.O. Box 3681 (40100) Kisumu, Kenya**  **Tel: +254 729 682 662**  **Email:** [**floakinyi2030@gmail.com**](mailto:floakinyi2030@gmail.com) |
| **Personal Summary** | A highly competent, motivated and enthusiastic Administrative Assistant with experience of working as part of a team in a busy office environment. Well organised and proactive in providing timely, efficient and accurate administrative support to office managers work colleagues and clients. |
| **Profile** | Over five years’ experience in Administrative and Office management of different NGO projects. Key competencies in Office management, Petty cash management, Minute taking, Inventory monitoring, Transport and travels, Accommodations and Reservations, Report writing, Presentations, Diary management and Data entry. Currently working at PATH, APHIA Plus project, Kisumu, Kenyaas an **Administrative Assistant**; providing Administrative technical support to over 10 health intervention components including Malaria, WASH, HTS, Care and Treatment, PMTCT, M&E, Community, HHA, OVC, Gender, Operations as well as capacity building. Technical skills and knowledge in MS Word, Excel, PowerPoint and Outlook. Experience with different donor requirements; CDC, GoK and USAID. Previously worked at KEMRI/CDC as a Receptionist, Senior data clerk and Community Interviewer. I also worked with KGS/KCF Projects as a Community Interviewer. |
| **Employment record and experience** | **March 2016 to Present: Administrative Assistant; PATH, APHIA Plus project, Kisumu, Kenya.**  **Key roles and responsibilities:**   * Provides administrative support in the design, implementation and monitoring of project activities. * Maintains office supply inventories and raise PRFs for replenishments * Organizes and coordinates logistics for project meetings, trainings and workshops * Responsible for recording and disseminating program meeting minutes. * Coordinates transport and travels of staffs for the county office, flight, hotel reservations and also ensure project vehicles are in good condition. * Mail management- arranges for post box pick-ups; sorts and distributes incoming mail; arranges for outgoing mail, including courier services * Ensure utility bills (water, Electricity, Courier) are obtained in good time for prompt payment processing. * Coordinates maintenance of office equipment; ensure air conditioning units, printers, water dispensers, photocopy machines are in good condition and any malfunctions have been reported for action. * Supervise Temporary staff and keep a log of their services for payment processing; managing their timecards and leave database * Work closely with Social Determinants of Health team in the processing of school fees and distribution of household’s material for Orphan Vulnerable Children. * Supports the PADM’S office as may be required e.g. prepare cheque requests and managing petty cash. * Managing calendar of activities for the Project Coordinators office and calling attention to the project managers when activities are due. * Receives and forwards invoices for processing e.g. monthly invoices hired vehicles. * Maintains procedures manual to ensure consistent performance of routines. * Ensures cleanliness of the office * Manages the telephone switch board * Take full responsibility for the office security. * Supports the Operations Officer in organizing and coordinating logistics for the APHIAplus project office. * Assists with the management and presentation of information, such as the development of PowerPoint presentations, handling basic correspondence and conducting web searches.   **August 2011 – February 2016: Receptionist; Kenya Medical Research Institute/Centre for Disease Control and Prevention (KEMRI/CDC), Kisumu, Kenya.**  **Key roles and responsibilities:**   * Routine administrative duties, which included work planning and prioritization, typing, copying, mailing, entering of spread sheets, tracking of documents and filling according to the project. * Assisted with the project budget spread sheet and the Enterprise resource planning (ERP) integrated system to raise cash, Petty Transaction (PT), Store Requisition Note (SRN), Purchase Requisition Note (PRFs) and Purchase Order (PO) as per the project work plan. * Took minutes, and scheduled for the following meetings. * Learnt the process of making payments during trainings/workshop and surrendering the payments in timely manner as per KEMRI/CDC rules and regulations * Managed purchasing, cash issues and surrenders. * Coordinated the process of flight, hotel reservations and transport coordination * Ordered, issued and dispatched supplies to various health facilities, and maintained stock records. * Prepared in advance training materials and equipment prior to the training day and did surrenders and payments. * Managed calendar of activities for planned activities and called attention to the project managers when activities are due. * Distributed, screened and answered telephone calls, letters, mails, memos and other official documents to staff in a timely manner.   **October 2010 – August 2011: Senior Data Clerk; Kenya Medical Research Institute/Centre for Disease Control and Prevention (KEMRI/CDC), Kisumu, Kenya.**  **Key roles and responsibilities:**   * Collected and entered data into established data bases. * Updated manual and electronic registers used in the clinic * Photocopied, scanned and verified data received from the clinic * Coordinated files retrievals, serialized and filed records for clients on follow-up and ensured security and confidentiality of client’s records. * Performed quality checks on data capturing tools used in the clinic. * Worked with supervisor to ensure weekly work plans, timely and accurate report writing and meetings for smooth operations of the clinic * Solved arising data problems and answered queries from visitors and patients. |
| **Other employment experiences** | **April 2010-August 2010:** KEMRI/CDC Program; Community Interviewer/Blood Sample Collector  **January 2009 – February 2009:** Kenya Grand Parents Study and Children’s Fund (KGS/KCF Projects); Community Interviewer  **April 2008 – September 2008:** PEAK Group/Clean Kisumu Ltd; Assistant field officer (Volunteer) |
| **Academic Qualifications** | * Diploma in Business Management, Kenya Institute of Management, 2013-2015 * Certificate in Basic Computer Applications, Ivory Tower Institute, 2007 * Kenya Certificate of Secondary Education, 2005 |
| **Other professional qualifications** | * Certificate in HIV Testing and Counselling(HTC) * Trained on child growth assessment- WHO growth standards. * Trained in Good Clinical Practices(GCP) * Trained in basic blood sample collection skills. * On job training on customer service and office management. |
| **Additional skills** | * Good organizational, writing and communication skills with ability to maintain open communication at all levels across an organization. * Result oriented with excellent time management skills. * Aggressive with effective team building skills and liaison capabilities. * Able to work with minimal supervision * Ability to grasp new concepts quickly |
| **Language level** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Language** | **Native** | **Fluent** | **Advanced** | **Intermediate** | **Beginner** | | English |  | **✓** |  |  |  | | Kiswahili |  | **✓** |  |  |  | |
| **Referees** | Dennis Kimanzi  Human Resources Coordinator  PATH, APHIA Plus project, Kisumu, Kenya.  Email: dkimanzi@path.org  Tel: 0715-302-955    Vincent Were.  Senior Data Manager  KEMRI/CDC Research and Public Health Collaboration.  Email: [vwere@kemricdc.org](mailto:vwere@kemricdc.org)  Tel: 0721-876-573  Elvis Omondi  Chairman,  PEAK Group/Clean Kisumu Ltd  Email: cleankisumu@gmail.com  Tel: 0716-395-802 |