

SALOME A. NYABOLA

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

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

Referees

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