

CURRICULUM VITAE.

I am Irene Nduku Kaliti of phone number 0712071711 and email irenekaliti@gmail.com. I am based in Nairobi and am open to work.

CAREER OBJECTIVE

Being a graduate in Human resource management my career objective is to participate in challenging fields of cooperate management to explore my full potential and expertise to yield excellent results.

ACADEMIC QUALIFICATION

2010-2014: Maasai Mara University

BSC. HUMAN RESOURCE MANAGEMENT-2ND class upper division.

2009-2009: Pioneers Training Institute

Certificate in IT-Distinction

2005-2008: Ndalani High School

Grade B+

WORK EXPERIENCE

Ceylex Engineering private limited

Position HR Assistant & Admin
July 2015 to Date

Duties

- Orienting new staff and setting up interviews for open positions
- Maintaining personal records and updating internal data bases
- Insurance covers
- Vehicle records and maintenance
- Filling – manual and system
- Work permits and special passes applications
- Secretarial services
- Grievances handling and handling employment contracts and looking after health and safety of employees
- Permits and all legal requirements handling
- Participation in recruitment panels and coordinating board meetings
- Handling all incoming calls and mails(internal and external communication)
- Assisting with day to day operations of the HR functions and duties

National Hospital Insurance fund

Position Internship
2013 march to December 2
Departments Claims and Benefits, Payroll, Accounts & Finance,
Customer care, Procurement

TRAININGS AND CONGRESS ATTENDED

Science congress; certificate awarded for improvising local pesticide.
NEMA – training organized by Kenya Tea Development Agency.
NCA- project cost estimation, and work health safety

SKILLS AND COMPETENCIES

- I embrace teamwork
- Patient, tactful diplomatic ad approachable
- Good commercial awareness
- Good spoken and written communication skills
- Problem solving
- Ability to work under pressure.

REFEREES

1. Dr. Robert Kinanga : Senior Lecturer
Maasai Mara University
0721539605
2. Mr. Kevin Okongo ; Civil Engineer and Site Manager
Ceylex Engineering (pvt) ltd
0727980550
3. Mr. Dammike Karunathilake: Project Manager
Ceylex Engineering (pvt) ltd
0701738835