

Curriculum Vitae

Personal Details

Full Name: DOREEN K. ALUSA
Address: P.O. Box 46967-00100, Nairobi
Mobile Phone Number: +254 722 432 025
Email: drnalusa@uonbi.ac.ke
Date of Birth: January 30th, 1982
Nationality: Kenyan
Marital Status: Married

Educational Background

University of Nairobi
2010- To Date:
Qualification: Masters of Business Administration-HR option

University of Nairobi
2003-2007:
Qualification: Bachelor of Arts-Communication & Sociology.

Institute of Human Resource Management
July 2008 –July2009 Post Graduate Diploma in Human Resource Management

July 2008- July 2009 Certificate in Counseling

Graffins College
Jan 07–Dec07
Qualification: Advanced Diploma in Marketing
Institute of Commercial Management (ICM)

Mukumu Girls High School
1997-2000 Kenya Certificate Of Secondary Education (KCSE) B

Professional Affiliations

Member, Institute of Human Resource Management-IHRM

Employment History

University of Nairobi College of Biological and Physical Sciences Sept 2011-To date	SENIOR ADMINISTRATIVE ASSISTANT <ul style="list-style-type: none">• Preparing Budgets, Performance contract• Reviewing and implementing policies related to the HR and Administrative function• Preparing procurement plan, procurement of office items.• Registration of students• Undertaking performance appraisals• Taking College Management Board minutes• Providing leadership and supervising staff.• Records management.• Preparing timetables and coordinating examinations• Drafting routine correspondences.• Ensuring, effective and efficient transport services• Preparing various reports to the college management board and the principal• Managing the Schools' email and correspondence.
University of Nairobi Students Welfare Authority March 2009-August 2011	PERSONNEL OFFICER <ul style="list-style-type: none">• In charge of employee information management• Assist in staff recruitment, selection, orientation and retention of staff• Undertaking Performance management appraisals & Processing incentives• Ensuring HR policies procedures & programmes are applied effectively and linked to strategy.• Participate in development and implementation of HR Strategies, policies and procedures• Handling of staff complaints, grievances, disputes and attending to litigation matters in liaison with University legal officer.• Coordinating staff welfare services or activities.• Drafting routine correspondence, assist in preparing offer letters, contract letters.• Leave management
April 2008- February 2009	ASSISTANT PERSONNEL OFFICER <ul style="list-style-type: none">• Updating staff list electronically and maintaining physical records.• Assisting in the recruitment process• Drafting correspondences and minute taking• Taking part in undertaking performance management• Cross checking leave days• Issuing retirement notices
Barclays Bank of Kenya Aug-Dec 2007	CUSTOMER ADVISOR <ul style="list-style-type: none">• Selling company products• Making follow up on customer complains• Customer care service
Unilever Kenya Ltd Jan-June 2007	SALES REPRESENTATIVE
Duties:	<ul style="list-style-type: none">• Selling company products• Making follow up on customer complains• Customer care service

Computer Knowledge and other Training

Computer training, Records management, ISO Audit Performance contracting, Customer care, Writing minutes.

Personal Strengths

I am a self-motivated and ambitious individual with excellent management and communication skills. Am also rich in interpersonal skills and enjoy working in a free atmosphere with room for team playing. I always seek positions of responsibility, professional development and growth opportunities. In addition I am interested in working in innovative and socio-cultural diverse environments where I can be able to give and receive new ideas.

Referees:

Professional: Dr. A.O Yusuf (**CURRENT**)
Chairman, Chemistry Department
University of Nairobi
P.O Box 30197, Nairobi
Tel.0713888802

Professional: Peter Thairoh(**FORMER**)
Chief Personnel Officer-SWA
P.O. Box,30197,Nairobi
0733763176

Academic: Samuel M. Nyandemo
Senior Lecturer, University of Nairobi
P.O. Box 30197-00100, Nairobi.