

IMMACULATE AKOTH KADIKINY

P.O.BOX 23907-00100, NAIROBI – KENYA
PHONE : (254) 723-921639 • E-MAIL : immacterry@yahoo.com

CAREER OBJECTIVES:

To join the administrative team of a progressive organization in a position that requires significant experience in a variety of administrative support roles.

SUMMARY:

Dedicated, client-focused secretarial professional with deep knowledge of office management procedures. Proficient understanding of MS Office and administrative services. Excellent customer service, with strong attention paid to detail, organization and presentation skills.

WORK EXPERIENCE:

March 2015 – Present

**University of Nairobi, Centre for Self
Sponsored Programmes**

(CESSP)

Secretary to the Director

- Drafting routine memos
- Filing and maintaining all office records
- Screening of correspondences
- General organization of the office
- Follow-up of routine correspondences
- Ensuring compliance with QMS procedures on management of records and documents on routine matters
- Responding to routine e-mails
- General front office functions
- Perform general office procedures like photocopying, filing, scanning, binding
- Take any other duties and responsibilities as assigned by the management from time to time

May 2012 – Feb 2015

**University of Nairobi Enterprises and
Services Ltd. (UNES)**

Secretary to the Managing Director

- Drafting routine memos
- Filing and maintaining all office records
- Screening of correspondences
- General organization of the office
- Follow-up of routine correspondences
- Ensuring compliance with QMS procedures on management of records and documents on routine matters
- Responding to routine e-mails
- General front office functions
- Perform general office procedures like photocopying, filing, scanning, binding.

Oct 2010 – April 2012

University of Nairobi, College of Health Sciences

Secretary to the Associate Dean, Pre-Clinical Departments

- Receiving incoming phone calls and directing callers as necessary
- Ensuring visitors are courteously received, served and directed
- Maintaining an up-to-date events and activities diary
- Handling Students enquiries on admission, registration and examinations
- Analysis of applicants data for selection of module II students
- Handling and accounting for Office Petty Cash
- Handling correspondences
- Ensure safe, accurate, accessible and readily retrievable storage of records and documents.
- Ensure availability of all materials, equipment and apparatus needed for smooth functioning of the Associate Dean's working station
- Ensure orderliness, neatness, cleanliness and ambience of the office
- Maintain accurate and up dated inventory of all assets in the Associate Dean's office
- Perform general office keeping procedures like photocopying, filing, scanning.

Feb 2007 – Sept 2010

Kenafic Industries Ltd. Nairobi, Kenya

Personal Assistant to the Directors

- Receiving, sorting, registering and distributing incoming and outgoing mail
- Preparing routine correspondences
- Coordinating the smooth flow of paper work
- Attending to directors' visitors
- Maintaining an effective filing system
- Facilitating Departmental operations and meetings
- Handling and filing confidential information
- Maintaining high standard of cleanliness/hygiene and tidiness in the office
- Doing online research on various topics and giving a report on the same
- Preparation of travel arrangements for directors and managers
- Taking of minutes during meetings
- Interviewing and selection of administration staff
- Handling hotel bookings, pick-ups and drop-offs
- Handling trademark registrations and related issues
- Handling counterfeit matters
- Handling visa and passport applications
- Maintaining directors' diaries
- Undertaking general administrative duties

Secretary to the Managing Director

- Typing correspondences
- Shorthand transcription
- Filing and retrieval of documents
- Maintaining and updating the circulation file
- Transmission of documents through fax
- Scanning documents and sending by email
- Reading emails and drafting replies
- Preparation of travel arrangements for the Managing Director
- Handling incoming and outgoing couriers, postages/mails
- Simple accounting
- Preparing cheque banking slips
- Liaising with shipping agents and clearing & forwarding agents for shipments and clearance of cargo.
- Liaising with banks for release of shipping documents and making timely payments
- Supervision of clerical staff
- Operating the switchboard when called upon to do so
- Maintaining the managing director's diary

EDUCATION:

Jan 2016 to Dec 2018

University of Nairobi

Master of Business Administration (MBA)

April 2012 – September 2015

Moi University, Nairobi Campus

Bachelor of Science in Human Resource Management

2nd Class Honours, Upper Division

July 2009 –Dec 2009

Cornerstone Training Institute Nairobi

Diploma Part 1- ABE – Business Management

Jan 2007-Sep 2007

Rhemax College Nairobi

Diploma 1- ICM – Human Resource Management

Jan 2003-July 2004

Nairobi Institute of Business Studies (NIBS)

Secretarial and Administration – KNEC

Intermediate Diploma – City & Guilds Pitman Qualifications

HOBBIES AND INTERESTS:

- Learning new skills and languages
- Reading educative articles
- Offering voluntary/community service
- Traveling
- Singing

PETINENT INFORMATION:

- Member of UoN CESSP Environmental Committee
- KENASA, UoN Representative
- Anti-counterfeit representative of Kenafic Industries at the Kenya Association of Manufacturers (KAM)
- Editor of Kenafic Industries Newsletter Committee
- Secretary, Liturgical Committee, Divine Mercy Catholic Church
- Class Representative in College
- Dormitory Captain in High School

REFERENCES:

Prof. Julius Ogeng'o
Director
Centre for Self Sponsored Programmes (CESSP) – University of Nairobi
P. O. Box 30197-00100
Nairobi
Tel: +254-720-837 592
Email: jogengo@uonbi.ac.ke

Ms. Jane Kerama
Personal Assistant to the Managing Director
University of Nairobi Enterprises and Services (UNES) Ltd
P. O. Box 68241-00200
Nairobi
Tel: +254-729-500 185
Email: jkerama@uonbi.ac.ke

Mrs. Elizabeth B. Achieng
Administrative Manager
Catalyst Chemicals Ltd
P. O. Box 41724-00100
Nairobi
Tel: +254-722-813 284
Email: eachieng@yahoo.com