

CURRICULUM VITAE
FEDEMA MWIKALI NG'ELU

MBA(UON)curr, BCOM(UON), Diploma(BMGT)

P.O. BOX 83732, 80100

MOMBASA

Email: fedemajones@gmail.com

Cell phone: 0722-790390

SEX:	FEMALE
NATIONALITY:	KENYAN
MARRITAL STATUS:	SINGLE
LANGUAGES:	KISWAHILI, ENGLISH
RELIGION:	CHRISTIAN

PERSONAL PROFILE

- A polished Administrator with one and half yearsø experience planning and directing business and personal affairs for the Campus Director and high level Executives of the University. Recognized for superior business acumen ó poised high-pressure, fast paced business environments. Utilizes project management principles to independently plan and direct high-level business affairs. Powerful verbal and written communicator with the wisdom to foster open relationships while maintaining confidentiality.
- High profile Administrator supporting the Campus Director and senior staff at the Campus. Manages time allocation for the Director and senior staff at the University by meticulously coordinating meetings, appointments and events, utilizes expertise and sound judgment in handling competing priorities. Ensures seamless travel experience for executives by arranging complex domestic travel arrangements and itineraries with commercial travel vendors

CAREER OBJECTIVES

- Keen to support the growth and profitability of an organization that provides challenges, encourages advancement and working towards achievements.
- To find a challenging position to meet my competencies capabilities, skills, education and experience and also keen to achieve further professional development especially in administrative field.

WORK EXPERIENCE

October 2014-TODATE: University of Nairobi, Director's, Mombasa Campus

Designation: Administrative Assistant

Duties & Responsibilities

- Ensuring the smooth running of all finance and administrative functions; overall in charge procurement of goods and services, compliance with the necessary legal requirements and maintenance of physical facilities of the Institution
- Assists students by determining who can best provide information needed by the student, providing basic and initial assistance to students with questions about classes, registration, permissions, etc. using established guidelines and assigning advisors.
- Organizes and conducts campus events, by securing space, equipment, food, preparing invitations, announcements, agendas, brochures, purchasing awards, making travel arrangements and reservations, and coordinating the event as it occurs.
- Supports the administrative business functions of the campus by verifying and processing student and employee records, scheduling the use of classrooms, department facilities, or meeting rooms, and maintaining the security of classrooms, labs, equipment, and records.
- Identifying and exploring opportunities/initiatives aimed at enhancing the campus growth, performance and competitiveness
- Involved in the linkages and partnership development and implementation
- Crafting and overseeing implementation of marketing strategies that attract new clients, retain current clients and generally maintain good working relationships with all stakeholders
- Coordinate student affairs; admissions, semester activities, manage and resolve students concerns
- Monitoring of students attendance and academic progress ensuring complete and current records
- Preparation of comprehensive management reports on the campus for presentation to the University Management Board at the Head Office in Nairobi
- Remains competent and current by attending professional development courses, and courses and/or training sessions as required by the University.
- Recording minutes of section heads meetings
- Being personal assistant to the Campus Director

May 2007 – October 2014: University of Nairobi, Director's, Mombasa Campus

Designation: Records Clerk

Duties & Responsibilities

- Receiving office documents, sorting, filing and distribution
- Typewriting internal memos and other communications
- Opening and maintaining office files
- Posting teaching and examination timetable in the system
- Printing examination cards
- Maintaining petty cash
- Preparing casual payments
- Procuring office items
- Analyzing customer complaints and compliments
- Assisting the Campus Director during ISO audits

- Arranging for tea, lunch and travel for senior University personnel while in Mombasa

MARCH 2004-APRIL 2006

MARA SIMBA LODGE

Designation: Data entry clerk

- Computing daily sales
- Preparing income statements and analyzing
- Preparing and issuing invoices to debtors
- Issuing account statements to debtors and following up of payments
- Maintaining cash book
- Bank reconciliation
- Filing office documents

APRIL 1999 – JULY 2003

SAPU LIMITED

Designation: Accounts Assistant

Duties & Responsibilities

- Computing daily sales
- Preparing income statements
- Preparing invoices for debtors
- Issuing account statements to debtors
- Maintaining cash book
- Banking of cash and cheques

ACADEMIC QUALIFICATIONS

University of Nairobi,

Master of Business Administration (Continuing)

2016

University of Nairobi,

Bachelor of Commerce (Procurement & Supply Chain Management)

2010-2013

University of Nairobi,

Diploma in Business Management

November 2008 – November 2009

PROFESSIONAL COURSES

Typewriting - Advanced (50 words per minute)
Business English - Level I

COMPUTER SKILLS

Operating systems: DOS, Windows, PageMaker
Office productivity: Ms Excel, Ms Word, Ms Office
Accounting package: Pastel Partner

SEMINARS AND WORKSHOPS

April 2008 - ISO Training facilitated by Registrar, College of Humanities and Social Sciences, University of Nairobi
August 2008 - Records Management seminar facilitated by the Records Manager University of Nairobi
July 2015 - Websites, Webometrics Ranking training facilitated by the Registrar, College of Humanities and Social Sciences, University of Nairobi
March 2016 - ICT training facilitated by ICT centre, Chiromo Campus

ACHIEVEMENTS

- Promoted from a Records clerk to Administrative Assistant
- Coordinated construction of new lecture theatres, computer labs and libraries to accommodate over 3000 students in the campus in our new building premises
- Coordinated refurbishment of staff offices in our new building premises
- Coordinated the first Campus open day that saw an increase in students' enrollment.
- Involved in formation of a staff welfare and was nominated the secretary to the welfare
- A member of the campus procurement committee

INTERESTS

- Reading motivational self development books
- Swimming

REFEREES

MR. C.N. KARIUKI
ASSOCIATE DEAN
SCHOOL OF BUSINESS
UNIVERSITY OF
NAIROBI
P.O. BOX 30197, 00100
NAIROBI
TEL: 020-2059163

DR. CYRUS IRAYA
SENIOR LECTURER
SCHOOL OF BUSINESS
UNIVERSITY OF
NAIROBI
P.O. BOX 30197, 00100
NAIROBI
TEL: 0722-574682

DR. JACKSON MAALU
DIRECTOR
MOMBASA CAMPUS
UNIVERSITY OF
NAIROBI
P.O. BOX 99560, 80107
MOMBASA
TEL: 0722229900