

## **BENEDICT MUTUMA KIAMBI CURRICULUM VITAE**

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### **CAREER OBJECTIVE**

To make a senior executive officer and office more effective with my skills gained over eight years as Office Manager, Examinations Clerk and Administrative Assistant: professional communications, office software proficiency, superb scheduling and priority-making.

### **WORK EXPERIENCE**

#### **September 2019 – current, Senior Administrative Assistant (Permanent Contract) Central Examinations Centre, University of Nairobi (Nairobi)**

- Designs, implements and maintains office policies, services and equipment based on ISO standards and Performance Contract.
- Prepare Annual Budget (Ksh 70 million) at the beginning of every Financial Year as per IFMIS format.
- Prepare Annual Procurement Plan every Financial Year using the e-pmis.
- Prepare Supplementary Procurement Plans when necessary for any unforeseen purchases that were not included in the Annual Procurement Plan.
- Use of SMIS to issue academic transcripts and certificates during peak seasons.
- Coordinates and supervises four office staff teams - messengers, security, drivers and cleaners.
- Transfers, maintains and disposes office records according to retention schedules and policies.
- Plans and implements office systems, layout, equipment procurement and servicing university committees.
- Verification of University of Nairobi certificates and academic transcript.
- Web-champion; collecting stories and photos then upload them in the Academics Division Website.

#### **September 2016 – current, Administrative Assistant (Permanent Contract) Central Examinations Centre, University of Nairobi (Nairobi)**

- Designs, implements and maintains office policies, services and equipment based on ISO standards and Performance Contract.
- Prepare Annual Budget (Ksh 70 million) at the beginning of every Financial Year as per IFMIS format.
- Prepare Annual Procurement Plan every Financial Year using the e-pmis.
- Prepare Supplementary Procurement Plans when necessary for any unforeseen purchases that were not included in the Annual Procurement Plan.
- Use of SMIS to issue academic transcripts and certificates during peak seasons.
- Coordinates and supervises four office staff teams - messengers, security, drivers and cleaners.
- Transfers, maintains and disposes office records according to retention schedules and policies.
- Plans and implements office systems, layout, equipment procurement and servicing university committees.
- Supervises and directs students during examinations and evening classes as well as assisting lecturers in seating arrangements, audio-visuals and providing writing materials.
- Web-champion; collecting stories and photos then upload them in the Academics Division Website.

**July 2009 – August 2016, Office Manager & Examinations Clerk (Renewable Contract)  
Central Examinations Centre, University of Nairobi (Nairobi)**

- Designs, implements and maintains office policies, services and equipment based on ISO standards.
- Coordinates and supervises four office staff teams - messengers, security, drivers and cleaners.
- Transfers, maintains and disposes office records according to retention schedules and policies.
- Plans and implements office systems, layout, equipment procurement and servicing university committees.
- Supervises and directs students during examinations and evening classes as well as assisting lecturers in seating arrangements, audio-visuals and providing writing materials.

**January 2009 - July 2009, District Relief Manager (Fixed Contract)  
Dorcas Aid International (Nairobi)**

- Supervised Food-for-Work projects in Mwingi and Machakos Districts.
- Maintained four warehouses in Machakos, Masii, Katangi and Mwingi.
- Coordinated and supervised four teams- transport, record clerks, security and cleaners.
- Expedited monthly distributions of relief food in six centres and reconciled records.

**October 2008 - January 2009, Clerk (Fixed Contract)  
Barclays Bank Kenya Limited (Nairobi)**

- Team leader for the day shift of six colleagues.
- Hand over duties from day shift to night shift and posted all daily allocations of data.
- Computer data clean-up (minimum 100 cardholder numbers and accounts per day).

**September 2001 - July 2008, Team Leader (Renewable Contract)  
Kencell Partner Shop -now Airtel shop (Malindi)**

- Worked for a yes! Partner shop--- now Airtel Shop as the manager.
- Met monthly targets of net profit and wages set at Ksh.50,000.00 and Ksh.80,000.00 respectively and established standards as well as office procedures.
- Met monthly sales targets of 150 SIM cards and nil complaints from customers.

**December 2000 - August 2001, District Manager  
G4S - Securicor Security Services Limited (Nairobi)**

- Increased monthly contracted sales by 11% (i.e. from Ksh. 701,320.00 to 787,000.00)
- Managed 120 guards, 14 supervisors, 4 drivers and 1 duty NCO in the branch.
- Met monthly targets of profit and wages set at 37% and 54% of total sales respectively.
- Met the debt collection target set at 100% (credit policy - debt not to exceed 30 days)

**December 1999 - December 2000, Management Trainee  
G4S - Securicor Security Services Limited (Nairobi)**

- Successfully completed 1 year intensive Management Trainee program.

**QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

<b>Professional Qualifications &amp; Membership</b>	<b>Provider</b>
Certified Public Secretary (CPS) II	KASNEB
Associate Member	Institute of HRM

<b>Academic Qualifications</b>	<b>Provider</b>
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Master of Economics (Finance)	Kenyatta University
Bachelor of Arts (Economics & Mathematics)	University of Nairobi
Kenya Certificate of Secondary Education	Kabaa High School

### Short Courses:

September 04, 2019 Academic Division, University of Nairobi  
Training for **Registrars & Administrators** at University Towers.

August 08, 2019 Procurement Department, University of Nairobi  
Training of **Members of Inspection & Acceptance Committee** at CCU Hall.

December 06, 2017: Administration Department, University of Nairobi  
Training on **E-Procurement (E-pmis)** at the ICT Centre.

April 13, 2017: Kenya Institute of Supplies Management (KISM) & University of Nairobi  
Training on **Technical Evaluation for Goods & Services** held CCU Hall.

October 27, 2016: University of Nairobi ICT - Centre  
**University Staff Performance Appraisal System (USPAS)** Training held at Chiromo Campus – University of Nairobi.

July 01-29, 2016: University of Nairobi ICT – Centre  
Training on **Web Content Development & Publishing** held at the ICT-Centre Corporate Lab.

July 9 - 12, 2013: University of St. Andrews (Scotland).  
Certificate in **Introduction to Statistical Modelling Workshop** held at School of Computing, Chiromo Campus - University of Nairobi.

March 24, 2011: University of Nairobi Security Department.  
Training in **Disaster Management** held at CCU Hall.

March 4, 2011: Nairobi Fire Brigade & University of Nairobi.  
Certificate in **Fire Marshalls** Training held at Chiromo Campus – University of Nairobi.

January 27, 2011: External Consultant & University of Nairobi  
Certificate in **Technical Evaluation for Goods & Services** Training held CCU Hall.

December 9, 2010: Saint John’s Ambulance.  
Certificate Course in **First Aid** held at Chiromo Campus – University of Nairobi.

September 14, 2010: Kenya Anti-Corruption Commission & University of Nairobi  
Certificate in **Records Management & Anticorruption** Course held at Chiromo Campus – University of Nairobi.

June 11 - 15, 2001: Institute of Advanced Technology (IAT).  
Certificate in **MS Windows, MS Word, MS Excel and MS Access** held at IAT - Buruburu Campus.

May 14 -16, 2001: Progress 2000 Limited- Management & Training Consultants.  
Certificate in **Total Quality Customer Service** Programme held at Milimani Hotel.

December 4 -7, 2000: Zenith Management Consultants.  
Certificate in **Management Skills Development** Course held at 680 Hotel.

## **REFEREES**

### **1. Dr Adelaide Mbithi (PhD)**

Head – Central Examinations Centre,  
University of Nairobi,  
P.O. Box 30197 - 00100, Nairobi.  
Email: ambithi@uonbi.ac.ke  
Physical Address:  
University of Nairobi, Chiromo Campus, Riverside Drive, Nairobi.  
Tel: 254-20-253-8878/81/83 Ext 113

### **2. Dr John Mutua (PhD)**

Regulator,  
Energy Regulation Commission,  
P. O. Box 42681 - 00100, Nairobi.  
Email: John.Mutua@erc.go.ke  
Physical Address:  
Eagle Africa Centre, Longonot Road Upperhill, Nairobi.  
Tel: 254 20 2847000/200/229; 254-020-2847000/200

### **3. Mr Gabriel Muthini**

Manager,  
Barclays Bank of Kenya Ltd,  
P.O. Box 30018 - 00100, Nairobi.  
Email: muthini@Barclays.africaonline.com  
Physical Address:  
Market Branch, Muindi Mbingu Street, Nairobi.  
Tel: (020) 2768000/2857000