
PAULINE MUENI KISUNA
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Overview:

A highly motivated and result driven experienced Human Resource Professional, who has extensive experience working in office administration and Human Resource. I am an adaptable, conscientious, enthusiastic, team player and self-motivated with exposure to a wide range of areas possessing excellent verbal, written and presentation skills, computer knowledge combined with the ability to relate well to people at all levels.

Career Objective:

To work as Human Resource Professional where years of experience will be fully utilized in providing quality and efficient administrative support to the University's activities, and ensuring its smooth running. I am an accomplished professional in Administration and Human Resource looking to leverage my proven organizational and management skills.

Key Professional Skills and abilities:

- Excellent organizational skills, tact, diplomacy, effective communication skills, as well as ability to maintain confidentiality in sensitive matters and display excellent judgment
- Ability to ensure and apply good public relations and high-level administrative assistance
- I am a team player
- Ability to take initiative with regard to improving operations and responding to organizational demands
- Ability to maintain calm under pressure and capable of thinking on my feet
- Excellent computer skills, Outlook, Excel, Word
- Committed to service excellence

Education:

2018 to date: University of Nairobi – PhD in Business Administration (Strategic Management).

2019 to date: College of Human Resource Management – Human Resource Management Professional Examinations

2010 Jan – June 2012 Daystar University-Kenya

- Master of Business Administration (MBA), Strategic Management.

2002-2006: Daystar University-Kenya

- Bachelor of Arts in Community Development

2006-2007: Kenya Institute of Management

- Diploma in Public Relations

WORK EXPERIENCE:

2015 Jan to Present: The University of Nairobi, College of Architecture and Engineering

Position: Senior Administrative Assistant, Grade EF, in the Principal's Office.

Duties and Responsibilities:

- Consult with employers to identify needs and preferred qualifications
- Interview applicants about their experience, education and skills
- Contact references and perform background checks
- Inform applicants about job details such as benefits and conditions
- Conduct new employee orientations
- Resolve issues between management and employees
- Advise managers on policies like equal employment opportunity and sexual harassment
- Coordinate and supervise the work of staff
- Coordinate the recruitment and hiring process
- Coordinating trainings that have been year marked in the year.
- Performance Contract Coordinator in the College.
 - (a) Ensuring that Schools and departments organize and present Performance Contract evidences in the required format.
 - (b) Sensitizing Performance Contract Committees on how to present their performance contract documents, necessary evidences and reporting dates.
 - (c) To liaising with Schools and Departments to ensure all relevant documentation for Performance Contract are collected and updated appropriately.
- Secretary for various Committees e.g. – organize for office comfort ability.
 - (a) College Academic Board (CAB)
 - (b) College Management Board (CMB)
 - (c) College Shortlisting Committees
 - (d) College Shows and Exhibitions Committee
 - (e) College Appointment Committee
 - (f) College Disciplinary Committees
- Member of various Committees i.e College Complaints Handling Committee, University Complaints Handling Committee, College Inspection and Acceptance Committee.

- Any other relevant duty assigned by College Registrar and/the Principal.

Main achievement

- I was part of a team that managed to make the College clinch position one in the year 2017/2018 in Performance Contracting.
- Established a College Performance Committee that is now operational.

JUN 2009 to April 2014: Noble Properties Ltd

Position: Human Resource and administration officer.

Duties and Responsibilities:

- Develop and evaluate business strategies
- Human Resource Development (training & development)
- Total Rewards (compensation & benefits) to employees
- General administrative duties including servicing meetings.
- Maintain effective working relations with employees.

Main achievement

- Established office structures, which are now operational
- Best employee of the year 2013.

August 2006 to May 2009: Barclays bank of Kenya, Barclaycard Department

Position: Team Leader: Sales

Duties and Responsibilities:

- Handled verbal and written enquiries from customers
- Sold bank's products
- Customer care.

Main achievement

- Was promoted to a sales team leader in 2009 because of progressive good sales report.

2005 to 2006: World Vision of Kenya (Makuyu ADP)

Position: Community mobilizer and HIV/ AIDS peer educator (intern)

Duties and Responsibilities:

- Facilitated in the identification of development needs and assisted in the elaboration of the corresponding development plans in communities.
- Supported implementing partners in review and preparation of budgets, proposals and strategic plans.
- Helped in monitoring and evaluating project activities and establishing and implementing mechanisms to systematically assess the achievement of results, conducting field visits, participating in review meetings and evaluation missions and preparing regular status and progress reports.

- Participated in analyzing basic factors affecting the achievement of results and recommended corrective actions and follows up on recommendations.

Part time Job

Danish Refugee Council

Position: Interim Finance and Administration Officer

Duties:

- Assist in processing visa and work permit applications for international staff
- Responsible for procurement of office stationeries and equipments
- Assist in budget preparation.
- Set up and coordinate meetings and conferences
- Responsible for managing conference and workshop logistics.
- In charge of travel arrangement for staff; making reservation for commercial and humanitarian flights, obtaining travel documents and managed the accommodation of staff visiting the regional office.
- Preparation of financial documents for auditing both in USD and Kshs.
- Servicing various meetings.
- Assist in follow up of action plans.

Interests:

- Reading diverse books, Networking, outdoor recreation activities

REFERENCE:

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