

Ruchia Wanza Ngila

Personal Information

Address	P.O Box 29053– 00625,Nairobi
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E-mail	ruchiahgila@yahoo.com
Nationality	Kenyan
Date of birth	15 th January 1972
Gender	Female
Marital status	Married

Profile

I am a performance-driven individual with a record of continuous advancement and expertise, exploring career opportunities to utilise acquired skills in the wide field of Business Administration, with keen focus in HR Management and public relations. I have a background of Range Management/Animal Health. Am adept at meeting stringent deadlines on a consistent basis, with strong detail orientation and excellent communications with a marketer's touch. I am currently a **Master of Arts in Gender and Development Studies** student in the **University of Nairobi**.

Education and Training

Dates	September 2009 – August 2011
Degree Course	Business Administration with a speciality in Human Resource Management
	Gained firm knowledge on Human Resource Management, and role as a strategic partner in managing today's organisations.
Education Institution	Kenya Methodist University
Dates	September 2008 – Jan 2009
Title of qualification awarded	Certificate in Peer Counselling
Education Institution	Kenya Methodist University
Dates	September 2007 – December 2008
Title of qualification awarded	Diploma in Human Resource Management.
Principal skills covered	Gained Basic knowledge Fundamentals of Management and human resource practices.
Education Institution	University of Nairobi
Dates	12 th April 2011
Title of qualification awarded	Certificate in Transformational Customer Care
Occupational skills covered	Public Relations, Principles of Customer care, Front office management and basic protocol procedures.
Education Institution	Empowerment Resource Technologies Ltd
Date	July 1992 – April 1994
Title of qualification awarded	Certificate in Range Management

Occupational skills covered	Management of peaceful coexistence of both animals and humans.
Date	July 1996- august 1996
Title of qualification awarded	Certificate in artificial insemination
Education institution	A.H.I.T.I – Kabete
Date	October 2001
Title of qualification awarded	Counter Sales Training Certificate
Institution	Ultravetis East Africa Limited
Date	July 1991- November 1991
Title of qualification awarded	Kenya Accounting Technician Certificate- KATC 1
Education institution	Muguga College For Advanced Studies.

Dates	1987 – 1990: Chogoria Girls' High School.
Title of qualification awarded	Kenya Certificate of Secondary Education (KCSE) 'O' Level
Dates	1979 – 1990 : Mulyenyu Primary School
Title of qualification awarded	Kenya Certificate of Primary Education (KCPE)

Work Experience

Dates	November 2006 – Current
Occupation or position held	Receptionist/Veterinary Technician.
Main activities and responsibilities	<ul style="list-style-type: none"> - In charge of the Department's Main Reception - Receiving visitors/clients/farmers - Booking of cases reported at the clinics - To receive and direct all telephone calls to relevant sections and members of staff - Assist the administrative assistance on general maintenance of departmental motor vehicles and hospital management - General administration of the large animal hospital, among others
Employer	University of Nairobi

Dates May 2009 –August 2009

Occupation or position held: **Human Resources Assistant Intern**

Main activities and responsibilities

- Handled issues related to the scheme of service, pensions discipline, promotions and data collection for policy formulation
- Records management, processing of staff allowances, performance appraisal systems among others

Employer **Ministry of Livestock Development**
Director of Veterinary Services Department, Kabete.

Dates February 1998 – January 2003

Occupation or position held **Artificial Inseminator**

Main activities and - In charge of the daily running of the community based A.I project.

responsibilities

Employer	Catholic Diocese Of Embu
Type of business or sector	NGO
Dates	April 1994– January 1998
Occupation or position held	Assistant Livestock Health Technician
Main activities and responsibilities	- Herd management simple livestock treatment and animal health practices - Artificial insemination -Community mobilization and vaccinations in collaboration with various district veterinary officers
Employer	Farmers in Makueni and Tharaka Nithi Counties
Type of business or sector	Private practice

Other Skills and Competencies

Languages	English, Kiswahili, and a few Bantu languages.
Social skills and competences	Demonstrated Leadership Skills: Appointed Prefect, and also a student leader in Chogoria Girls and all colleges/ University respectively. First Aid trained by St John Ambulance.
Hobbies and Interests	Have a passion for animals, learning languages and Socializing. Community service and research.
Computer skills	Competent with most Microsoft Office programs
Driving license	Valid Kenyan Driving license

Referees

Prof. John N. Munene D.V.C, Admin & Finance Egerton University P. o Box 536 Egerton Mobile: 0723763893 Email: njengamunene@yahoo.com	Mrs. E. Ngunga Ag. College Registrar, UoN, Upper Kabete Campus P.O. BOX 29053-00625, Nairobi. Mobile: 0722 613039	Mr. Job M. Kitetu WASH Associate Director, World Vision- Kenya P.O. BOX 50816-00200 Tel. +254-20-3883652 ext404 Nairobi. Mobile: 0722399618 Email: job_kitetu@wvi.org
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