

Maitai Maureen nashipae

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A highly motivated recent Human Resource certificate graduate presently looking for a graduate or trainee position with a rewarding company. I am seeking to acquire a Human Resources Position that will afford me an opportunity to utilize my skills in a business environment.

Personal Details:

Date of Birth: 14th February 1996

Marital Status: Single

Education and Professional Qualification:

Certificate in Human Resource Management, Kenya Training Institute College, may 2015- Dec 2016

Metcom computer college for computer packages Jan 2015-march 2015.

Kenya Certificate of Secondary Education, Mixed Boarding Secondary School, Jan 2010- Nov 2014

Key Professional Skills And Competencies Acquired While Studying:

-Excellent knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation and personnel information systems, business and management principles

-Strong ability to read and understand information and ideas presented in writing and to apply general rules to specific problems to produce answers that make sense

-Extensive knowledge in employee relations

-Good administration and report writing skills

-Ability to establish effective working relationships with people at all levels

Well versed in Computer Packages Word, Excel, Access, Power-point, Internet

Work Experience:

-Ubuntu life, field supervisor October 2020- February 2022

-Rehoboth hotel, receptionist November 2018- September 2020

-world vision, Data entry clerk June 2018- Oct 2018

-H-young co. Administrative office assistant Jan 2018- May 2018

-Restart Africa, receptionist March 2017- Dec 2017

-Mwaura agencies, receptionist January 2016-february 2017

-Attachment at KenGen Company, January 2015-may 2015.

Duties and Responsibilities:

-Short listing suitable candidates based on provided job description

-Assist the Recruitment manager with scheduling and coordinating interviews

-Understand all HR processes and continually seek opportunities for improvement.

-Report writing and report generation

Referees

Please feel free to contact the under mentioned in regard to my competence, work ethic, performance and / or any other aspect with respect to me:

Alice Nomali,

Restart Africa,

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Martin Makalla,
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