

# CURRICULUM VITAE

## TABITHA WAIRIMU NGUGI

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### SUMMARY

The role of Human Resources professionals today demands that they become a strategic business partner in addition to mastering the necessary competencies. I strive to be a vital participant in formulating strategies and achieving the goals necessary to push the organization forward by developing methods for producing alignment between employee goals and behavior and organizational strategy.

### CORE COMPETENCIES

**Communication and Personal Effectiveness:** ability to tailor communication to suit the situation and achieve the desired outcome in an ethical and forthright manner.

**Customer Orientation:** ability to empathetically seek understanding of what stakeholders require and use available resources, policies, and opportunities in their best interest without compromising institutional core values.

**Achievement Orientation:** I have a strong sense of urgency about proactively solving problems and getting work done; gaining support for ideas, proposals, projects and solutions.

### PROFESSIONAL EXPERIENCE

*UNIVERSITY OF NAIROBI*

**January 2015 to present**

**College of Humanities & Social Sciences - African Women's Studies Centre- Administrative Assistant**

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## **Key Duties and Responsibilities include:**

- Coordinating between departments and operating units in resolving day-to-day administrative and operational problems
- Scheduling and coordinating meetings, interviews, events and other similar activities
- Performing multifaceted general office support
- Preparing meeting minutes, meeting notes and internal support materials

**UNIVERSITY OF NAIROBI**

**January 2011 to Dec 2014**

**Main campus - Computer Lab Administrator-**

**ICT Office**

I was responsible for overseeing the smooth running of the facility by supervising support staff and liaising with personnel in charge of purchasing supplies within a unionized environment.

## **Key Duties and Responsibilities include:**

- Supervise and carry out performance evaluation for support staff and other outsourced services
- Take inventory for lab supplies and submit documentation on needed items to personnel in charge of purchasing supplies
- Manage and budget petty cash for the office and account for the same as required.
- I utilize my remarkable computer skills to assist students and faculty in using computer hardware and software and develop effective solutions to repetitive problems

**UNIVERSITY OF NAIROBI**

**FEB 2008-DEC2010**

**School of law-**

**clerk-**

**Personnel Records office**

In 2008 the University of Nairobi enlisted my computer skills in a project aimed at implementing procedures for the acquisition of ISO 9001:2000 certification. I revised and improved new filing systems by implementing new database management technology. I was trained and also involved in training of staff on the relevant systems such as HRIS and other procedures to ensure the university achieves its goal of offering quality, world class academic programmes and services. In addition, I maintained up to date records and availed transcripts and other documents as requested.

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## EDUCATION

**University of Nairobi**

**Ongoing**

Master of Science in Entrepreneurship and Innovations Management

**Institute of Human Resource Management**

**Jan-Nov 2011**

Higher National Diploma in Human Resource Management (KNEC)

**University of Nairobi**

**2007 – 2010**

Bachelor of Arts Degree (Sociology and Communication -double major)

**Alliance Francaise**

**2010**

Diploma in basic French

**Computer Pride Limited**

**2008**

International Computer Driving Licence

## ADDITIONAL SKILLS

I am well trained in both career and general counseling and possess a certificate in the same from the Institute of Human Resource Management (IHRMK).

## ACHIEVEMENTS

I suggested the development of a computer lab procedure manual for new students and automation of the student log in /out procedure and both suggestions were adopted leading to a substantial increase in efficiency of the lab processes.

## INTERESTS

**Reading:** I regularly attend the *Story Moja Hay Festival* and other literary events.

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## REFERENCES

Mr. Abdi salaam

Officer in Charge, ICT

University of Nairobi,

Main campus

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Ms. Margaret Mathu

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