



Name: Ndolo Joseph Henry

I am Joseph Ndolo, an Administrative Assistant at Kenyatta University, and School of Environmental Studies. My aim currently is to become an efficient school administrator, who can ensure that everything behind the scenes of a successful school runs smoothly. Joseph is an ambitious and driven professional, who can create value from day one and who is eager to further develop his career. I have extensive experience of working in a busy multinational company environment and during my career have worked for major blue chip company as an engineering buyer and stocks controller. In addition to this, I have the ability to organize my own time, prioritise workloads and work to tight deadlines, whilst maintaining high levels of attention to detail. I have also a wide experience in the teaching career having taught for 7 years and served in various capacities as an Exams coordinator, Dean of student and lastly Deputy Principal of the school.

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CURRICULUM VITAE

Name: Ndolo Joseph Henry,

C/O Pilomena Nduku Henry

Kenyatta University

Faculty Science

P.O Box 43844

Nairobi

Mobile: 0723399069

Wife: 0723 973 916

Others: Rose 0722 993 822 Or

Henry Ndiku Kamba

0722 996 047 r

E-mail ndojose@yahoo.com

1. Personal Information:

Date of Birth: 6 May, 1968

ID. Number: 10043780

Driving Licence No: 911506

Gender: Male

Age: 49 Years

Nationality: Kenyan

Languages: English, Kiswahili, Kikamba

Marital Status: Married

Contact Address: Ndolo Henry,
C/O Philomena Nduku Henry,
Kenyatta University,
School of Science,
P.O. Box 43844
Nairobi.

Physical Data: Weight (78 Kgs), Height, (5.6 Ft).

Next of Kin: Wife. Mrs Mary Wamaitha.Ndolo.

Career objective: Any other relevant career to my studies , work or PhD (Doctorate degree)

2. Work Experience:

From June 2016 - until now employed at Kenyatta University at School of Environmental Studies as the schools administrative assistant

Responsibilities at the School:

- Supervise staff in the Dean's office and submit written reports.
- Oversee prudent customer care and submit written reports.
- Provide secretarial services to assigned school committees and maintain records.
- Process research and travel grants.
- Process scholarships and awards.
- Induct new staff.
- Organize post graduate seminars before graduation.
- Provide School information for e.g. Website, almanac (hand book, directory, and manual), and prospectus.
- Ensure ISO –audit compliance in the School.

2017: Participated Twice in the Main and Repeat General Election as Presiding Officer in the independent Electoral and Boundaries Commission (IEBC)

From 2015: June 2016: Served as the Deputy Principal at Blessed Hands High School

From 2012-2015: Worked as Examination Officer at Blessed Hands High School

2013: Participated in General Election as a Presiding Officer in independent Electoral and Boundaries Commission (IEBC)

From January 2010-2012: Worked as a teacher and a Games Master at Blessed Hands High

School.

2009: Was contracted by Kenya Bureau of Statistics as an census Supervisor in the Kenya
Population Census

2007: Participated in the General Election as an Electoral Commission of Kenya (ECK)
Counting/ Polling Clerk

From April 2004 until 2009: Worked at Unilever Kenya as a stocks controller at the Engineering
Stores and Engineering Buyer

Achievements

- Co-ordinated of yearly stock count which took us 2 hrs instead of the previous counts which previously took us one day physical count.
- Received an excellence award from the company for being the team that realised the highest saving of ksh 518,000 on a single spare.
- Made sure that our stock levels reduces and harmonised with plant to make sure that there is proper running without a breakdown due to unavailability of spares.
- Undertook a project in the store called (VIM) i.e vendor inventory management aimed at drastically reducing our stores inventory.

2002: Participated In the General Election as an Electoral Commission of Kenya (ECK)
Counting/ Polling Clerk

1999: Was contracted by Kenya Bureau of Statistics as an Enumerator in the Kenya
Population Census

May To Dec 1995: Assistant Manager, the Dreamland Motel
Private bag Nairobi

Responsibilities:

Managing and supervising all the activities of the hotel.(under new management)

1994: Computer Tutor Emmanex Computer Training School

Responsibilities:

Taught set and marked the following packages, Introduction to Micro- Computers, Msdos, WordPerfect, Ms Word, Lotus 123, Ms Excel, Intermediate Excel, Ms Access, Database Management 111 plus, PowerPoint.

1992: Participated in the General Election as an Electoral Commission Of Kenya (Eck) Counting/ Polling Clerk

Availability: any time when needed.

3. Work expectations

To work in a highly competitive environment that embraces principles of continuous improvement and active teamwork culture team dedicated to winning and that exploits endowment of multi- skills for business growth, expansion and human resource development.

4. Trainings:

2016: Trained of international standard organization (ISO) on quality Management Systems and Management and Operational Processes organized by Kenyatta University.

2016: Trained fire safety where I gained vital knowledge on how to assess the risks and the specific hazards present within my work environment, home or any other place. a training organised by Kenyatta University.

2016: Trained on customer care, where I gained knowledge on how to add- value to the customer, it gave me the impetus on how to drive sales and give a strong competitive advantage increased customer satisfaction, retention and loyalty,

acquisition of new customers organized by Kenyatta University.

2016: Trained on transformative leadership, where I gained Skills on how to work with my subordinates to bring desired change in an institution, bring change to an individual social system. the training helped me to know how to create valuable and positive change in my subordinates with the end goal of developing them into future leaders. organized by Kenyatta University.

2010: Trained as a first aider, a basic one-day first aid course is the standard training recommended for workplace first aid providers, Trained by Unilever Kenya.

2008: Trained on oils and lubricants (KENYA SHELL COMPANY) this course provided me with key knowledge to identify the specificities of lubricants market and to improve performances during production processes and sales

2007: Trained on boiler handling and safety, I was trained on new requirements for conducting a preventive maintenance on boiler systems, Trained by Unilever Kenya.

2005 : Trained on aids awareness to empower and increase the awareness to participants of HIV/AIDS, its impact, management and availability of support systems. the rate of yearly new HIV infections, the dangers of HIV, 'cure' for aids and **education** is an important component of preventing the spread of HIV.

2005: Trained on enzymatic awareness on what enzymes are, their industrial applications, some of the dangers one can be exposed to when you inhale it and methods of prevention of and cure.

2004: Trained on occupational health and risk assessment on how to encourage safe working practices; ergonomics (studying how you work and how you could work better); monitoring the

health of the workforce; supporting the management of sickness absence. also: work with your employer to implement policies and ensure health and safety compliance; conduct pre-employment health assessments; support health promotion and education programmes; provide advice and counselling to employees around non-health-related problems; provide your employer with advice and guidance around making reasonable adjustments to your working conditions.

2004: Trained in mp2: This is an enterprise asset management (EAM) software controls machine operations

2004: Trained on 4th shift a software that is used in monitoring machine production and shipping of products in a factory setup

5. Academic Qualification:

- 1990-1993: University of Nairobi, where I did Bachelor of Arts a degree course and got a second class honours.
- 1988-1989 : City High School, where I sat for Kenya Advanced Certificate of Education and got a (KACE) certificate of three Principal Passes and a Subsidiary.
- 1984-1987: Ruiru High School, where I sat for Kenya Certificate of Education (KCE) and got a Third Division Grade
- 1976-1983: Musalala Primary School where I sat for my Certificate of Primary Education and got certificate of 33points out of 36

6. Other courses:

- a driving licence (b.c.e) class budget driving school

P.O. Box

Nairobi.

Computer skills:

- 2013 certificate in computer application packages

Macsoft Computers

P.O.Box

Nairobi

1996-1997: certificate in computer applications packages to the level of programming.

Alphax Computer Training School

P.O Box

Nairobi.

7. Hobbies

- Like environmental conservation activities
- Adventure
- Watching football

8. Referees:

1. Dr. John Maingi Muthini

Department Of Microbiology

Kenyatta University

P.O. Box 43844

Nairobi.

2. Gregory Kamba

Mobile: 0723164209

3 . Hebron Mutinda

Mobile: 0720629304