

MARIAM MWAZIGHE

Mobile No:+254723949001/+254784949001

Email Address:mariammwazighe@yahoo.com

PROFESSIONAL SUMMARY

I am an administrative officer currently working at Base Titanium. I began my career as a receptionist, which I was later promoted to administrative officer and I am passionate about further advancing my career.

My aim is to work in a professional environment where I will be able to demonstrate high efficiency and teamwork, as I develop my career and other related fields.

My practical professional experience include. General administration management, Office management, writing reports, hosting meetings, planning and coordinating activities with team and events planning.

SKILLS

- Customer service
- Planning and organizing
- Petty cash management
- Time management
- Event planning
- Technical skills
 - Data entry
 - HR software management(Hsenid)
 - Microsoft word,excel,powerpoint
 - Procurement software (Pronto)
 - Telephone system management.
- Hazard identification system

EXPERIENCE

BASE TITANIUM (Mining) -Likoni Port facility

Period : October 2013 to Date

Position : Administrative Officer

Duties:

HR Administration

- Ensure employee's time and attendance is correct in the time and attendance system and produce accurate report on the same.
- Accurately record employees leave in the HR system and reconcile with HR department.
- Coordinate annual medical wellness check-ups for department staff.
- Assist in processing of leave application e.g Annual leave, sick leave.
- Administration of interns to our department.

Purchase/Procurement department

- Processing of supply requisition for the department
- Prepare LPO (Local purchase order) for timely authorization and approval.
- Checking and verifying delivery notes and invoices before forwarding them to respective departments.
- Liaise with purchase department to ensure vendor contracts are as per BTL standard.
- Assist in renewal of vendor contract.
- Compiling and availing support documents for payment.

Office Administration

- Answering all incoming calls and handling call enquiries.
- Coordinate any office equipment work repairs e.g office printers, computers.
- Coordinate meetings, conference and other special events for the department.
- Displaying of memos and other reports to all notice boards.
- Ensure security of office equipment.
- Ensure good office layout.
- Open, sort and distribute incoming correspondence.
- Facilitate travel, accommodation and provide logistics support.
- Maintain visitor's book analysis by respective department.
- Ensure all information materials are available at the reception desk e.g onsite clinic
- Custodian to all spare keys in the building within the department
- Maintain effective filing system by ensuring all the documents are properly filed and easily accessible.

Finance Administration

- Maintain and reconcile petty cash report for the department.
- Prepare all invoices for payment.
- Follow-up with finance department to ensure all monthly invoices are paid on time.
- Liaise with suppliers to ensure all the SOA (Statement of account) are up to date.

Supervisory

- Supervise cleaning of the offices and grounds.
- Supervise food catering in the canteen.

OHST Management

- Assist OHS superintended to ensure department safety hazards are reported and keyed in the system (INX).
- Assist in formatting and updating all SOP (Safety operation procedures and policies) as per BTL required standards.
- Assist to ensure personal protective gears and all safety items are well issued and Replaced to staff.
- Assist in analyzing safety training needs application reports for all employees in the department.

DAHILA KENYA LIMITED (clearing and forwarding plus logistics).

Period : January 2008-April 2003
Position : Office Administration assistant

Duties:

- Maintain employees' file/records by recording new hires, transfers, termination.
- Pay employees by calculating pay, distribute check, maintaining pay records
- Implement welfare and related employees matters including leaves, uniforms, NHIF, NSSF
- Receive distribute incoming and outgoing calls and mails
- Provide application information and help with form completion.
- Schedule interviews.
- Schedule meetings and appointments for the managers and directors
- Organize travel arrangement for the director including freight booking
- Assist in Requisition of new office equipment and repairs.
- Supervising overall office maintenance.

EDUCATION

2002 – 2005: Certificate KCSE- Mean Grade C plain

2006 – 2008: Certificate Higher diploma Business Management

Kenya institute of management.

2009 – 2012: Bachelor Degree in science Human resource Management
Moi University (Mombasa-campus)

KEY ACHIEVEMENT

- Successfully planned and supervised the event celebrating the completion of 100 vessels loaded at the Base Titanium Likoni Port facility in conjunction with vessel owners (MUR) Shipping agent representatives (Inchcape), representatives from K.P.A and Mombasa County.
- Initiated staff engagement events e.g quarterly and annual team building which assisted the management in getting feedbacks from employees on challenges facing the organization.
- Successfully championed Gender issues in the port facility department.(issued a certificate of Gender champion)

REFERENCE

Mr. Ivuku Peter Mwanja
Port and Haulage superintended
Base titanium
Mobile-0724298341

Mrs. Jesciah Webure
Shipping officer
Base titanium
Mobile-0725740493