

BRIGID NEKOYE WACHIYE

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PERSONAL Profile

Current Employer Kibabii University College
Position Administrative Assistant (SCAI)

CAREER OBJECTIVE

To work in an organization with a policy that facilitates personal development, career growth and advancement in a position where I can contribute to the growth of the organization.

CORE COMPETENCE

- Excellent leadership skills
- Precision and neatness in submitting work completed
- Excellent analytical and problem solving skills
- Ability to demonstrate initiative and innovation
- Ability to influence and build excellent relationships to enhance teamwork.
- Proficient in the use of computers

PROFESSIONAL/ ACADEMIC QUALIFICATION

- Bachelor of Business Management (Human Resource Management-Second Class Honors Upper Division), Masinde Muliro University
- Diploma in Human Resource Management. , **Credit**, University Of Nairobi
- Secretarial Certificates From Queensway Secretarial College Nairobi

MEMBERSHIP

Associate Member of Kenya Institute of Management

OTHER TRAININGS

- ❖ Management Skills Course for Secretaries held at Hotel Pamus Bungoma form

WORK EXPERIENCE

Five 4 years experience as and Administrative secretary National Council of Churches of Kenya Western Region