

HENRY MICHAEL INGURA

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A highly motivated and organized individual committed to delivering efficient office support and enhancing organizational operations. I possess strong communication skills and a keen attention to detail, allowing me to manage responsibilities effectively in a busy environment. My experience with community initiatives has cultivated my ability to collaborate with diverse teams, adhere to professional standards, and maintain high-quality record management. I am eager to contribute to the success of a reputable financial institution by providing reliable support in document and package handling.

RELEVANT SKILLS

- Strong written and verbal communication
- Excellent organizational and planning abilities
- Proficient in record management and documentation
- Knowledge of local routes for efficient delivery
- Ability to collaborate effectively within teams
- High attention to detail and customer orientation
- Professionalism and integrity in all tasks

LANGUAGE

- English
- Kiswahili

EDUCATION HISTORY

KCSE

Nambale High School | 2017 - 2021

DEGREE

Egerton university | 2021-2025

WORK EXPERIENCE

Community Engagement Specialist | Evidence Action Program

March 2022 to August 2024

- Delivered and collected documents and packages efficiently, adhering to established timelines.
- Maintained accurate records of deliveries and communications to ensure effective operations.
- Collaborated with community members to improve local public health initiatives, promoting clean water access through effective outreach programs.
- Utilized various means of transport to manage timely delivery routes, ensuring open lines of communication with clients and stakeholders.
- Assisted in record management, ensuring accurate documentation of project activities and outcomes.
- Engaged in community mobilization efforts, educating residents about health and sanitation practices while enhancing teamwork and collaboration skills.

REFERENCE

Mr. Elvis Omoding

Chief | 0729756415

Dr. Samuel Osike

Lecturer | 0723446066

- Assisted in logistics for equipment and materials, ensuring timely distribution in project areas.
- Engaged with stakeholders to gather feedback and enhance program effectiveness, resulting in a [quantifiable outcome, e.g., 20% increase in community participation].
- Assisted in the creation of communication materials, including newsletters and social media posts, to raise awareness of program initiatives and successes.
- Conducted surveys and focus group discussions to assess community needs and inform program development strategies.
- Participated in public health and water sanitation projects, facilitating clean water access in local communities.
- Developed skills in mobilizing and educating community groups on the importance of safe water practices.