

NYANDEGA HAMISI JOHN

Contact Information

Address: P.O. Box 85087, Mombasa
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Email: nyandegahamisisjohn@yahoo.com
Nationality: Kenyan
Date of Birth: 2nd November 1990
Gender: Male
Marital Status: Married
Languages: English, Kiswahili (Written & Spoken)
ID No.: 28079805
Passport No.: B145686
Religion: Christian

Career Objective

To be an effective team player within the organization by delivering all duties related to my profession responsibly and transparently. I aim to contribute to organizational goals while exercising integrity, fairness, and confidence, and continuously developing my academic and professional abilities.

Key Competencies

- Creative, innovative, and proactive approach to work
- Excellent communication and interpersonal skills
- Fast learner with strong willingness to acquire new skills
- Results-oriented and committed to delivering quality work
- Strong organizational and administrative capability

Educational Background

Moi University
Diploma in Human Resource Management
2009 – 2010

University of Nairobi
Certificate in Personnel Management & Industrial Relations
Aug – Oct 2010

Kuoyo Kochia Boys Secondary School
Secondary Education
2005 – 2008

Ogango Primary School
Primary Education
Jan – Nov 2004

Skills Attained

Computer Packages – JV Computer Services (Jan – April 2009)

- MS Word
- MS Publisher
- MS PowerPoint
- Email & Internet

Work Experience

Industrial attachment

Kenya Ports Authority (KPA) Personnel / Administration & Welfare
May – July 2010

- Personnel, Administration & Welfare
- Processing annual leave for employees
- Handling retirement letters for retiring staff
- Arranging, removing, and returning files to the registry
- Updating retirement and death records
- Recruitment & Manpower Planning
- Preparing quarterly reports on KPA manning levels
- Verifying, updating, and processing retirement lists and letters
- Advertising approved vacant positions
- Processing contract renewal memos and finalizing documentation
- Establishment Section
- Preparing memos for acting appointments
- Drafting general correspondence to departments

Additional Experience & Responsibilities

- Curriculum Vitae Section
- Verification and updating of CVs for management staff
- Verifying staff disposition and deployment
- Time Card Unit
- Preparing time cards for departments
- Computing total hours worked as reflected on time cards
- Staff Development
- Dispatching and filing letters
- Managing appraisal-related matters
- Processing industrial training letters (local and overseas)
- Handling industrial attachment letters
- Employee Relations
- Serving as Principal Employee Relations Officer
- Participating in Works Committee meetings
- Port monitoring and employee relations assessment
- Managing office upkeep and record maintenance
- Administration
- Supporting office services including transport, registry, reception
- Managing the telephone exchange section
- Overseeing Time Office section
- Supporting housing, nursery schools, and club sections
- Bandari College – Administrative Assistant
- Opening and closing files
- Drafting official letters
- Registering application letters and certificates

- General office administrative tasks
- Requisition of materials
- Letter dispatch
- Maintaining records

CONSOLBASE LTD
2011 Dec to Aug 2018

POSITION
RESPONSIBILITIES

Clerk
-Tallying vehicle,
-Motor Vehicle key Management
-Documentation Processes & Yard
-Allocation & Planning

HOBBIES

Reading business magazines

Reading novels

Swimming

REFEREES

Mr. Julius Nudi Lecturer,
Mt Kenya University – MSA
Tel: 0724 160 255

Mr. Mike Spears Cashier,

Spears Logistics

Tel: 0719 636 033