

NYANDEGA HAMISI JOHN

Contact Information

Address: P.O. Box 85087, Mombasa

Telephone: 0723 445 489/0111 657 399

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

Mr. Mike Spears Cashier,
Spears Logistics
Tel: 0719 636 033