

Curriculum Vitae

FREDRICK KARANI OMBIMA

CURRICULUM VITAE

Personal Details	
Name:	Fredrick Karani Ombima
Date of Birth:	1st January 1987
Nationality:	Kenyan
I.D No.	25581684
Marital Status:	Married
Tel:	+254 717346263
Email:	Karanifredrick222@gmail.com
P.O. Box	Nairobi, Kenya
Languages	<ul style="list-style-type: none">• English (Very Fluent- Written & spoken).• Kiswahili (Very fluent- Written & spoken).

Education & Training Background:

(i) Diploma Business Administration Cross world Institute Of Professional Studies 2006-2007 (ABE)

(ii) Diploma Information Technology

Zetech University 2008-2009.

(iii) Bureau Veritas Certification in:

- SHE System Internal Auditors Training
- SHE System Documentation Training
- SHE System Integration Training
- Occupational Health & Safety Management Systems Awareness Training.

(iv)

Occupational Health & Safety Management

Company KENPOLY MANUFACTURERS LTD.

(Manufacturers of plastic-ware)

Period • 2007 – 2008

Position • **Assistant in IT /Finance Department.**

Job Description

- Processing Local Purchase Orders.
- Processing of Payroll/Master Roll.
- Raw Materials Inventory Data Entry.
- Software/Hardware Updating
- General Maintenance of the computers and servers.
- Accounts and IT Book Keeping

Company ZEN GARDEN (CHINISSE CUISENE RESTRAUNT).

Period • 2009 – 2010

Position • **ADMINISTRATOR**

Job Description

- In charge of preparation and payment of salaries
- Preparation and submission of statutory deductions i.e. Catering Levy, Nssf, Nhif and Paye.
- Running and confirming of Sales reports on a daily basis to the Directors
- Making orders, receiving them then process Payments of the same.
- Compiling reports (sales and Expenses) for the external Auditor.
- Receiving of Bookings and Reservations.
- Following up on payments from our clients
- Handling any client's complaints.
- Accounts and Human Resource Management and Book Keeping

Company	SPARROW HOME RENOVATORS (Contractors to DFID-BRITISH HIGH COMMISSION Residence)
Period	• 2011 – 2011
Position	• ADMINISTRATOR
Job Description	<ul style="list-style-type: none"> • Procurement of materials to be used on sites • Supervision of staff • Processing staff payments • Arranging logistics and movements of staff and consumables • Accounts and Human Resource Management and Book keeping
Company	CONTOUR LTD (Property Developers) (Crescent Business Centre)
Period	• 2011 – 2012
Position	• ADMINISTRATOR/PROPERTY MANAGER <ul style="list-style-type: none"> • Procurement of materials to be used on sites • Supervision of staff • Processing staff payments • Human Resource Management and Book keeping • Guiding and explaining lease and purchase terms to buyers • General Management of the building

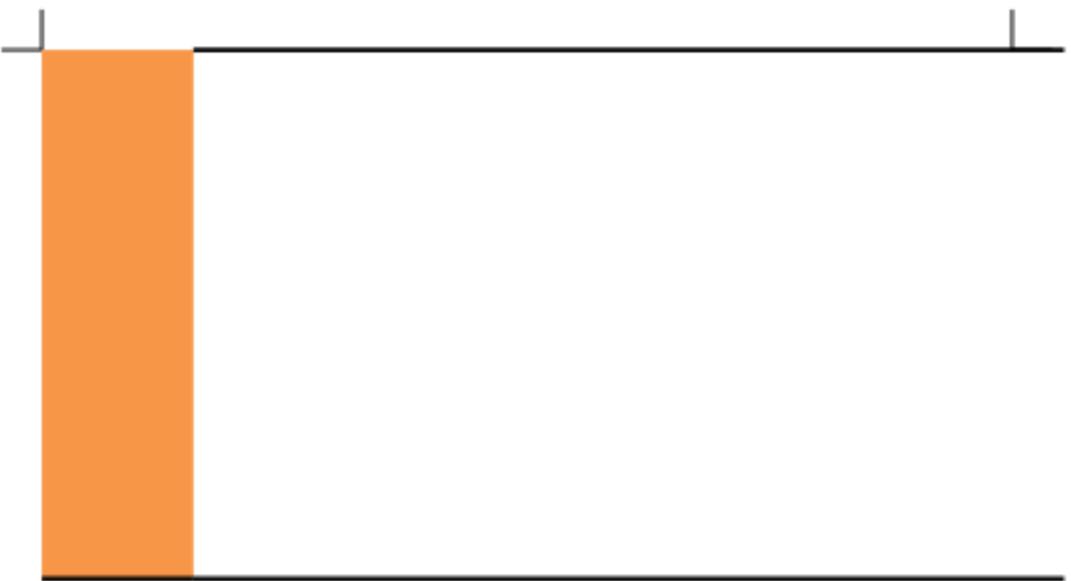
Company HASS CONSULT LTD(Real Estate Managers/Developers)

Period • 2013 – 2014

Position • **ADMINISTRATOR/PROPERTY MANAGER**

Job Description

- Supervision of staff
- Processing staff payments
- Management and Book keeping
- Guiding and explaining lease and purchase terms to buyers
- General Management of the building/property



Company	METAL CROWNS LIMITED (Manufacturers of Plastic closures & Metal Crowns)
Period	12/02/2015 - 04/02/2019
Position	HUMAN RESOURCE CLARK/ADMINISTRATOR
Job Description	<ul style="list-style-type: none"> • Administration and Human Resource clerical works • Supervision of proper House Keeping • Ensuring that all newly employed staff have the proper statutory requirements i.e. NSSF, NHIF, PIN numbers. • Administering staff attendance • Issuance of leave and pay to staff • Linking Human Resource Manager with the staff on the ground. • Arranging of logistics to staff and visitors coming in and out. • Arranging for work permit, special pass, alien cards and any other requirements related to the immigrations department on expatriates. • Preparation before an audit and inspection, and implementation of the same. • Ensuring that the employees are issued with proper personal protective equipment to enhance their occupational health and safety. • Coordinating with the staff hospital and the insurance company to make sure the claims are paid. • Making sure that company fleet of cars and trucks are in good working conditions.

Company Contacts

METAL CROWNS LIMITED
P.O.BOX 45484-00100
NAIROBI KENYA
TEL:0722209648/0735880009

MR.JOSEPH KITHIKWA
0732388522
0722697199

Referees

MISS.CAROLINE MORAAL ASUMA
0724349750

MR.JOSEPH KITHIKWA
0722697199
HRM METAL CROWNS LTD