

## **Curriculum Vitae**

**FREDRICK KARANI OMBIMA**

## CURRICULUM VITAE

Personal Details	
Name:	Fredrick Karani Ombima
Date of Birth:	1 <sup>st</sup> 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"><li>• English (Very Fluent- Written &amp; spoken).</li><li>• Kiswahili (Very fluent- Written &amp; spoken).</li></ul>

## 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 CUISINE RESTAURANT).

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)
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Period	• 2011 – 2011
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Position	• <b>ADMINISTRATOR</b>
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Job Description	<ul style="list-style-type: none"><li>• Procurement of materials to be used on sites</li><li>• Supervision of staff</li><li>• Processing staff payments</li><li>• Arranging logistics and movements of staff and consumables</li><li>• Accounts and Human Resource Management and Book keeping</li></ul>
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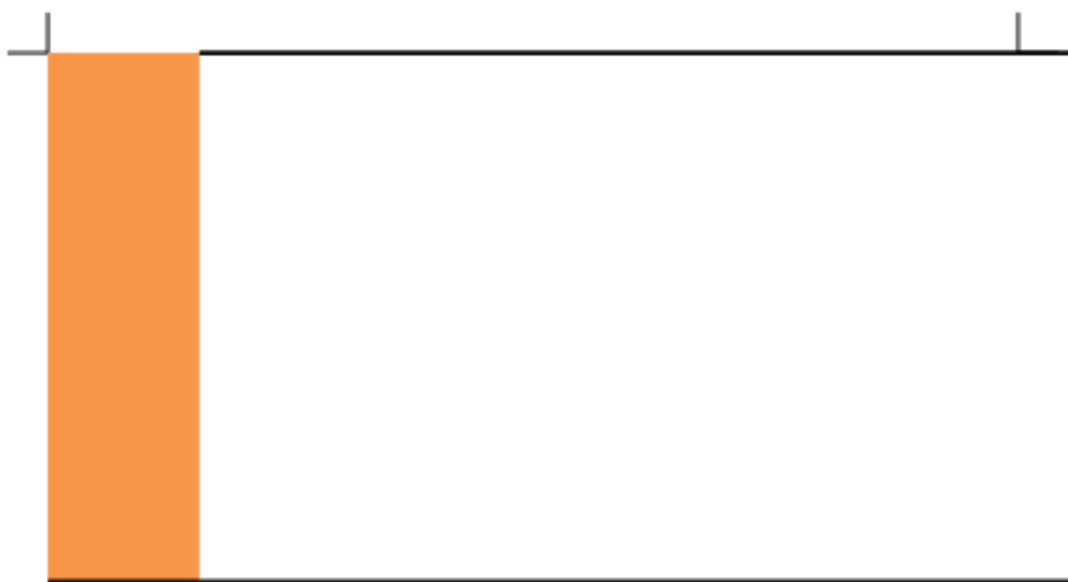
Company	CONTOUR LTD (Property Developers)(Crescent Business Centre)
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Period	• 2011 – 2012
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Position	• <b>ADMINISTRATOR/PROPERTY MANAGER</b>
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|  | <ul style="list-style-type: none"><li>• Procurement of materials to be used on sites</li><li>• Supervision of staff</li><li>• Processing staff payments</li><li>• Human Resource Management and Book keeping</li><li>• Guiding and explaining lease and purchase terms to buyers</li><li>• General Management of the building</li></ul> |
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Company	HASS CONSULT LTD(Real Estate Managers/Developers)
Period	• 2013 – 2014
Position	• ADMINISTRATOR/PROPERTY MANAGER
Job Description	<ul style="list-style-type: none"><li>• Supervision of staff</li><li>• Processing staff payments</li><li>• Management and Book keeping</li><li>• Guiding and explaining lease and purchase terms to buyers</li><li>• General Management of the building/property</li></ul>



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



## Company Contacts

### **METAL CROWNS LIMITED**

P.O.BOX 45484-00100

NAIROBI KENYA

TEL:0722209648/0735880009

MR. JOSEPH KITHIKWA

0732388522

0722697199

## Referees

MISS. CAROLINE MORAA ASUMA  
0724349750

MR. JOSEPH KITHIKWA  
0722697199  
HRM METAL CROWNS LTD