

CURRICULUM VITAE

SOPIA JOSHUA LESHAN

BIODATA

Nationality: Kenyan
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Marital Status: Married
Religion: Christian
Language: English, Swahili and Maasai

Profile

I am a competent, self-motivated and result oriented person in my endeavors. I am able to work under pressure with minimal supervision and deliver within deadlines. Analytic and meticulous chartered personnel with over 10 years' experience in Sponsorship. A high proficient in providing skills and supporting community members. A Team Leader who has exceptional Communications and Interpersonal skills, Creative skills, Decision making skill and deep respect to others, Highly Adaptive to changes, management skills, Problems-Solving skills Work extremely well with cross-functional teams, I also, possess expert-level analytic, with strategic thinking, and knowledge in customer service skills, well-informed on the current Spiritual, Social and Economic forecasting and changes in the world.

Career Objective

To engage in a career that will allow for progress in terms skills, expertise, social economic development and innovation through exposure to new ideas for personal, professional and growth of the field of interest.

WORK/EMPLOYMENT EXPERIENCE

2013 January to October: I worked at Eramani Complex Academy as a PTA Teacher.

2013 Nov to Dec 2014: I also worked in Kenya Good Neighbors in child sponsorship management as a volunteer and later was contracted and taken in as an assistant officer.

2015 Jan to Dec 2023 I worked in Kenya Good Neighbors-Meguarr Office in child sponsorship management as an officer with major activities in helping the community through the child in the following field;

- Education
- Health
- Community partnership
- Water and sanitation

2024 Jan to Date: I am worked at Kenya Good Neighbors at Head Office as Administration officer.

KEY RESPONSIBILITIES

- Managing project budgets and resources, and ensuring the effective use of funds.

- Manage the project implementation in collaboration with project partners and stakeholders.
- Maintaining project management methods, standards and processes.
- Coordinate with field staff, project partners, and other stakeholders to ensure the timely and effective implementation of project activities.
- Developing and maintaining effective project team communication systems.
- Ensure compliance with project requirements and regulations, including donor requirements.
- Facilitate project learning and knowledge sharing among project staff, stakeholders, and partners.
- Input and manage daily financial data, including expenditure sheets and transactions in collaboration with the Finance Department.
- Producing project summary reports and coordinating the preparation of both half year and end year reports.
- Contributes to team effort by accomplishing related results as needed.
- Manage and maintain stock control sheets.
- Also manage inventory for all projects & ensures that all office equipment are in good condition.
- In charge of container and first floor stores.
- Manage office supplies stocks.
- Updates and manages the M&E system.

- Performs any other duties as assigned.

EDUCATION BACKGROUND

2011 Feb – 2011 June: Kenya institute of Management and Technology
Certificate in IC³ Computer Skills

2007 – 2010: Nyanchwa Boys’ High School
Kenya Certificate of Secondary Education (K.C.S.E)

1997 – 2006: Romosha Primary School
Kenya Certificate of Primary Education (K.C.P.E)

SKILLS

- Teamwork
- Tolerance
- Non-resistant
- Computer skills
- Analytical skills
- Leadership skills
- Communication skills
- Decision skills
- Creative problem-solving skills
- Management skills
- Public speaking skills

Hobbies

1. Playing football
2. Playing handball games
3. Reading books and articles
5. Cooking and baking
6. Traveling

Personal interest

- i) Involved in local clubs, classes and groups
- ii) Organizing events in the community
- iii) Being involved with charities
- iv) Volunteering at local companies, clubs and organizations
- v) Attending events, shows and exhibitions
- vi) Participating in fundraising events
- vii) Maintaining a personal blog
- viii) Being a member of social, environmental or animal rights groups
- ix) Participating in campaigns
- x) Preparing food for events

PHILOSOPHY

Integrity,
Discipline and
Teamwork leads to success

REFEREES

1. Jacqueline Maeba

Kenya Good Neighbors- Former Human Resource manager

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