

Issa Buya Awadh

0703324475 · issawadh27@gmail.com
P.O Box 0001-80100 Mombasa

HUMAN RESOURCE OFFICER

Dynamic and passionate Human Resource Management graduate with a strong academic basis and a desire to promote excellent work cultures. Possess excellent interpersonal and organizational skills, as well as a thorough awareness of HR principles and best practices. Eager to apply theoretical knowledge in real-world circumstances, including recruitment, employee engagement, and organizational development. I am committed to continual learning and ready to contribute to the success of forward-thinking enterprises. Ready to contribute new perspectives and a proactive attitude to any HR team.

KEY COMPETENCIES

Data Entry Record
Keeping File
Management

Document Indexing
Attention to Detail
Business development

Team leadership
Communication Operations
management

PROFESSIONAL EXPERIENCE

County Government of Kirinyaga
Internship Payroll Department

June 2022 - August 2022

During my internship, I successfully streamlined the document management process by implementing a good filing system. This initiative significantly reduced retrieval time for critical records and improved overall efficiency within the organization.

Accomplishments:

Data Collection and Compilation:

Collected, and Compiled Data:

- Gathered data from various sources, ensuring accuracy and completeness.
- Organized and categorized information effectively.

Document Handling:

Received, Recorded, and Filed Applications:

- Received applications for registration and licensing documents.
- Recorded relevant details accurately.
- Filed documents systematically. Indexed

Documents:

- Created an organized index for easy retrieval.
- Ensured proper labeling and referencing.

Photocopied and Scanned Documents:

- Produced copies of important paperwork.
- Scanned documents for digital storage.

File Management:

Maintained and Updated Files:

- Regularly reviewed and updated files.
- Ensured proper organization and accessibility.
- Safeguarded Equipment Documents and Records:
- Ensured the security and confidentiality of sensitive records.

Ad Hoc Tasks:

Assisted Superiors:

- Carried out any additional duties assigned by supervisors.

EDUCATION

Kirinyaga University (2019 - 2023)

Graduate Degree in Human Resource Management

Shimo La Tewa School (2015 - 2018)

Kenya Certificate of Secondary Education

Juma Marwa Academy (2009 - 2014)

Kenya Certificate of Primary Education
