Issa Buya Awadh

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# 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.

Data Entry Record Keeping File Management

# KEY COMPETENCIES

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.

**Kirinyaga University (2019 - 2023)**

# EDUCATION

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