

Wycliff Nganga

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professional objective

Highly motivated Aspiring Human Resource Management professional with a strong foundation in recruitment, employee relations, and training, seeking an entry-level HR role to apply academic knowledge and practical experience in a dynamic organization. Possessing a unique blend of HR, counseling, and basic accounting skills, I aim to contribute to a positive and productive work environment.

EDUCATION

Bachelor of Commerce, Human Resource Management Option

University of Nairobi, Nairobi, Kenya

Expected Graduation: December 2025

Awaiting graduation

Certified Clinical Counsellor

National Youth Guidance & Counselling Association, Nairobi, Kenya

Awarded: October 2024

Completed in association with the University of Nairobi

Certificate of Proficiency in Adapted Computer with JAWS

Kenya Society for the Blind, Nairobi, Kenya

Completed: September 2022

Kenya Certificate of Secondary Education (KCSE)

Aquinas High School, Nairobi

January 2017 – April 2021

Grade: A- (78 points)

Work Experience

Human Resource Coordinator

Accounting Students Association (UON), Nairobi, Kenya

May 2024 – Present

Responsibilities:

- Collaborated in the recruitment and onboarding of 100 new members.
- Conducted employee performance appraisals for association leaders.
- Organized team-building activities for leaders.
- Addressed inquiries from students about the association.

Class Representative, Human Resource Management

University of Nairobi, Nairobi, Kenya

September 2023 – Present

Responsibilities:

- Facilitated communication between the school administration and students.
- Developed a database of Human Resource Management resources.
- Addressed student inquiries about the course.
- Developed communication, leadership, and organizational skills.

Accounts Assistant

National Government Constituency Development Fund (NGCDF), Kasarani, Nairobi, Kenya

August 2023 – October 2023

Responsibilities:

- Managed bursary inquiries from the public.
- Assisted in facilitating scholarships for needy high school students.
- Enhanced communication skills through interactions with the public.

Skills

HR Skills:

Employee Performance Management, Human Resource Training and Development, Public Relations, Occupational Health and Safety, HR compliance,

- Interviewing Skills
- Conflict Resolution

Interpersonal/Soft Skills:

- Leadership, Collaboration, and Effective Communication.
- Strong Presentation and Organizational Abilities.
- Proven Time Management and Active Listening.

Counseling Skills:

Rapport Building, Relationship Management, Suicide Management, Stress Management

- Writing skills: email, business reports and proposals
- Google suite
- Microsoft suite
- JAWS software

Referees

Mrs. Joann Koech

Fund Manager

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Dr. Mildred Omino

Disability Liaison Officer, University of Nairobi

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Mrs. Alice Kosgei

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Garden City High School