**CURRICULUM VITAE**

**Personal Details**

**Name**  Elly Natembea Mahasi

**Contact address**  Postal Address 73167

NAIROBI, KENYA

**Mobile** **Telephone** +254 0723432192

### E-Mail Address [ellynatembeam@gmail.com](mailto:ellynatembeam@gmail.com)

**Marital Status** Married

**Nationality** Kenyan

**Career Objective:**

To obtain extensive background in personnel, management, administration and employee relations where these skills will add value or greater value to help me grow professionally, technically and financially to become an effective team player and to help a successful and progressive organization expand further.

**EDUCATION:**

**2011 – 2012**

**Vision college of Cake and Confectionery**

Certificate in Cake and Bread Production

**January 2008 – November 2009**

**Masinde Muliro University**

Diploma in Disaster Management

**January 2006 – November 2007**

**Masinde Muliro University**

Certificate in Disaster Management

**January 2005 – October 2006**

**Eldoret Polytechnic**

Certificate In Information Technology

**1998-2003**

**Sirakaru High School**

Kenya Certificate of Secondary education

**1995-1997**

**Sirakaru Primary**

Kenya Certificate of Primary Education

**PROFESSIONAL WORK EXPERIENCE:**

**MAY 2015 –JUNE 2018: ICT BRANCH CHAMPION- UCHUMI SUPERTMARKETS LIMITED.**

**Key Responsibilities**

* Keeping track of all IT related Inventory and maintenance of the same
* Managing system operations and running necessary procedures (EOD, Cashier Locking Antivirus updates Backups)
* Informing and advising Manager on all IT issues and seeking approval on IT support issues.
* Ensuring system security and securing the server.
* Carrying out system maintenance and reporting any deviations for action
* Coordinate data capture during stock take
* Price discrepancies reporting to category management
* Updates on promotions
* Reporting of items not in the system to item master and general merchandise.

**MAY 2014 – MAY 2015: ICT SUPPORT ASSISTANT-UCHUMI SUPERTMARKETS LIMITED.**

**Key Responsibilities**

* Keeping track of all IT related Inventory and maintenance of the same
* Managing system operations and running necessary procedures (EOD, Cashier Locking Antivirus updates Backups)
* Informing and advising Manager on all IT issues and seeking approval on IT support issues.
* Ensuring system security and securing the server.
* Carrying out system maintenance and reporting any deviations for action
* Coordinate data capture during stock take
* Price discrepancies reporting to category management
* Updates on promotions
* Reporting of items not in the system to item master and general merchandise.

**OCTOBER 2011 – MAY 2014: BAKERY ASSISTANT-UCHUMI SUPERMARKETS LIMITED**

**Key Responsibilities**

* Bread production
* Cake baking
* Cake decoration
* Selling
* Executing orders other Uchumi branches and corporate.
* Making and sending orders to Suppliers of Bakery Products.

**APRIL 2008 – SEPTEMBER 2009: FIELD OFFICER- HABITAT FOR HUMANITY KENYA.**

***Industrial Attachment***:

**Key Responsibilities**

* Field work.
* Debt collection
* Financial data keeping
* Facilitating and Educating groups in the region
* Creating awareness on common possible Disaster.

**KEY QUALIFICATIONS:**

I hold;

* Diploma in Disaster Management from **Masinde Muliro University of science and Technology.**
* Certificate in Disaster Management from **Masinde Muliro University of science and Technology.**
* Certificate in Information Technology from **Eldoret Polytechnic**
* Certificate in Bread production and Cake Confectionary from **Vision College of bread and Cake Confectionary.**

SUMMARY

Education

|  |  |  |
| --- | --- | --- |
| **Institution** | **Dates** | **Qualification** |
| **Vision College** | 2011 – 2012 | Certificate in Bread and Cake Confectionary |
| **Masinde Muliro University** | January 2008 – November 2009 | Diploma in Disaster Management |
| **Masinde Muliro University** | April 2006 – November 2007 | Certificate in Disaster Management |
| **Eldoret Polytechnic** | September 2005 – August 2006 | Certificate in Information Technology |
| **Sirakaru High School** | January 1998 – November 2003 | KCSE |
| **Sirakaru Primary School** | January 1994 – November 1997 | KCPE |

**Employment Record Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Employing**  **Organisation** | **Position Held** | **Location of Assignment** |
| May 2015–June 2018 | **UCHUMI SUPERTMARKETS LIMITED** | **ICT BRANCH CHAMPION** | Nairobi- Kenya |
| May 2014–May 2015 | **UCHUMI SUPERTMARKETS LIMITED** | **ICT SUPPORT ASSISTANT** | Nairobi- Kenya |
| October 2011–May 2014 | **UCHUMI SUPERMARKETS LIMITED** | **BAKERY ASSISTANT** | Nairobi – Kenya |
| January 2010-August 2010 | **AMEDO CENTRE** | **SALES REPRESENTATIVE/DEBT COLLECTOR** | NYAHURURU-NYANDARUA NORTH |
| April 2008 – September 2009 | **HABITAT FOR HUMANITY KENYA** | **FIELD OFFICER**  Industrial Attachment | Bungoma – Kenya |

### Languages

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Proficiency in | | |
| Speaking | Reading | Writing |
| English | Good | Good | Good |
| Kiswahili | Excellent | Excellent | Excellent |

**PROFESSIONAL WORKSHOPS ATTENDED:**

* March 2014-Customer Delight Training-Uchumi Head Office.
* March 2013-Customer Delight Training-Uchumi Head Office.
* May, 2008-Cluster Meeting on resettling the post-election violent victims organized by government of Kenya and UN in Nairobi.
* 2010- Voluntary service workshop and Malaria campaign organized by government and Kenya Red cross Society in Bungoma.
* 2009 August- Habitat for Humanity Kenya Annual General meeting.
* 2010 May-Volunteer work(Relief food distribution in Mount Elgon

**MEMBERSHIPS AND CLUBS:**

* Masinde Muliro University- Kenya Red cross society Member
* Disaster Management and Humanitarian assistance Member.
* Football Team Captain
* House Captain
* Science Club member

**REFEREES:**

**Mr. Gabriel Nyoike**

Branch Manager,

Uchumi Supermarkets Limited,

P.O.BOX 73167-00200,

NAIROBI

Mobile No.:+254724783812.

**Mr.Florence Gitonga**

Head Information Technology and Communication

Uchumi Supermarkets Limited.

P.O BOX 73167-00200

NAIROBI

Mobile No: +254- **0722370351**

**Rev. Elizabeth Omwoha**

Dean of Students,

Masinde Muliro University,

P. O. Box 190,

Kakamega

Mobile: +254- 722 378800