

**Henry Stanley Situma. (MR)**

**Email:** [situmahemy@yahoo.com](mailto:situmahemy@yahoo.com) **Address:** P. o Box 84466-80100 Mombasa Phone:+254-721796654

# OBJECTIVE

*To contribute to the organization/ institution's success through use of exceptio nal customer relations, marketing, persuasive communication and managerial skills.*

# EXPERIENCE

**Loans Manager**

**Kenya Projects Sacco Limited (Formerly Coast Projects Sacco Limited)** - *MombasaNovember-201I*

* *Currently*
  + . Management of Sacco.
  + Day to day Sacco business.
  + Correspondence handling and responses.
  + Product analysis
  + Payroll and statutory taxes.
  + Workers welfare improvement.
  + Loan computation.
  + Statutory payments
  + Customer service

# Loans Officer

**Coast Projects Sacco Limited** - *Mombas aMay-2007* - *November-2011*

* + Ensure 100% recovery of disbursed loans.
  + Ensure 100% compliance
  + Member education on loans products.
  + Ensure terms & regulations are understood by members.
  + Act as a customer service officer.
  + Preparation of Daily rep01is.
  + Account reconciliations.
  + Loan disbursements
  + Loan Computation

# EDUCATION

**Bachelor of Commerce**

**Technical University of Mombasa (TUM)** - Mombasa20 *I 5*

Mombasa May 2013 - May 2015 The Technical University Mombasa (TUM) - Mombasa Degree in Bachelors of commerce (HR OPTION)

**Diploma in Human resources administration & industrial relation II The Mombasa Polytechnic University College** - *Mombasa2010*

August 2009 - May 2010 Mombasa polytechnic university college - Mombasa Obtained a Diploma in Human resources administration & industrial relation II

Subjects of trade Human resources management, Organization theory, Industrial relations, Labour Law, Theory and practices of managements, Entrepreneurships and Trade projects

**Diploma in Human resources administration & industrial relation I The Mombasa Polytechnic University College** - Mombasa2009

August 2008 - May 2009 Mombasa polytechnic university college - Mombasa

Obtained a Diploma in Human resources administration & industrial relation I

Subjects of trade Human resources management, Organization behavior, Financial and cost accounting, Statistics, Management information system, Law and Economics.

**Diploma in business studies (ICM)**

**Coast College Commerce** - Mombasa *2005*

January 2005 - November 2005 Coast College of commerce -Mombasa Single subject Diploma in business studies (ICM)

Subjects of trade Business administration & management, Business communication, Accounts and Marketing.

**Certificate**

**Fulldeck Computer College** - Mombasa *2002*

August 2002- December 2002 computer college - Mombasa

Introduction to computers, Microsoft Word, Microsoft PowerPoint, Information Communication, Microsoft access, coral draw, internet & email (office suit)

**K.C.S.E**

**St Mary's Kibabii Boys High School** - Bungoma *1994*

1991 - 1994 St Mary' s Kibabii Boys High School- Bungoma

Obtained a certificate in Kenya Certificate of Secondary Education (KCSE) with a mean grade of C (minus)

**K.C.P.E**

**AC Butonge primary School** - Bungoma *1990*

1981 - 1990 AC Butonge primary School - Bungoma

Obtained a certificate in Kenya Certificate of Primary Education (KCPE)

**SKILLS**

Quick learner - impeccable organizational skills - teamwork Conversant with Employment Act 2007 Ability to multi-task, thus effective in high pressure situations . Team player and

Leader A good office Administrator. Vast Computer skilled Time manager Data Manager Driving (Class BCE) License

**LANGUAGES**

**English**

spoken and written

**Kiswahili**

Kuongea na Kuandika

# Luhyia

Mother's Language

# CERTIFICATIONS & COURSES

INSTITUTE OF HUMAN RESOURCE MANAGEMENT (IHRM), Associate Member NO: 06402

**REFERENCES** BELLIS ODINGA HR CONSULTANT 0722-448178 MOMBASA

BERNARD ADEMBA

AGILE GLOBAL HEALTH MOMBASA 0723-850481

CHARLES THAIRU KENYA PROJECTS 0721- 286589