**About Evanson Kamanda**

Am a Kenyan citizen aged 27 years, I come from Kirinyaga County raised by two loving parents, am the last born of three brothers. I went to primary school at Kirinyaga Complex and in the year 2002 did my K.C.S.E where I scored 341 marks, in the year 2003 I joined St. James Kiaritha Secondary a day school and pursued my four year course, I managed to score a C (minus) in the year 2008.

I joined St. Andrews college of theology where i pursued my computer studies and certificate in Accounting technicians in the year 2009, I decided to pursue diploma in business administration for a duration of two and a half years at Michuki technical college, I graduated in the year 2012 December, in the year 2013 I joined Beam institute where pursued Higher diploma in Human resource management governed by KNEC body for a period of one year.

I was employed by Proxor Company in the year 2014 May as a Human Resource assistant, I worked there till January 31 2016.

Currently I am the business Manager at Mama Meals on Wheels, I started work at Mama Meals on 9th February 2016.

I believe if given a chance to work in the organization I will ensure that my work experience as an assistant H.R and a Business Manager will play a big deal in ensuring cost controls, business sale position, cash flow analysis, improving the business status, employee relation and work ethic are implemented and followed

My hobbies are watching movies, reading novels, and making new friends.

I am a person who is committed to my work, requires minimal supervision and above all believes in God.

**Evanson Kibara Kamanda**

P.O Box 845, 10300, Kerugoya, Kirinyaga Central

Contact: 0725096095, [evansonkibara3@gmail.com](mailto:evansonkibara3@gmail.com)

**Personal Details:**

Date of Birth: 15th December 1988.

Citizenship: Kenyan.

Languages: English and Swahili.

Marital status: Single.

**Profile:**

I am a Kenyan citizen currently living in Nairobi. Over a period of two years and three months I have gained business skill knowledge and experience as a Human Resource Manager and a business administrator at Proxor Company and Mama Meals on Wheels respectively added advantage is that I have a Higher Diploma in Human resource Management (KNEC), Diploma in Business administration Management (KNEC) and a certificate in Accounting (KASNEB).

Having such qualification and experience I can do a lot to make the Company remain competitive and utilize its resources to the maximum.

**Work history**

**Company Name Period**

Mama Meals on Wheels February 1st 2016 – June 21st 2016

**Job Title:** Business Administrator

**Duties and Responsibilities**

* Business management that is cost control, decision making, develop new business opportunity and cash flow analysis
* Office management, that is petty cash requisition, off management, staff management and asset management
* Liquidation of cash as per receipts
* Sales analysis and preparation of reports

**Company Name Period**

Proxor Company 19th May 2014 – 26th January 2016

**Job Title:** Assistant Human Resource Manager

**Duties and Responsibilities**

* I represented the Company in matters relating to City Councils matters and labor issues.
* I prepared statutory deductions and made the payments to the respective body(s), which is Pay as You Earn, National Social Security Fund, and National Hospital Insurance Fund.
* I reconciled bank statements for the online salary payments.
* I was responsible for the brand name advertisement.

**Qualification description**

**YEAR INSTITUTION CERTIFICATE**

**2012-2013** Beam institute college Higher Diploma in Human Resource

Management

(KNEC)

**2010-2012** Michuki Technical College Diploma in Business Administration

(KNEC)

**2009-2010** ST.Andrews College of Theology Certificate in Accounting Technician

(KASNEB)

**2009-2010** ST.Andrews College of Theology Certificate in Computer studies

**2004-2008**  ST.James Kiaritha Secondary C (Minus) K.C.S.E

**1995-2003** Kirinyaga Complex Primary K.C.P.E 341

**Awards and Membership and any other qualification**

* I hold a driving license class BCE.
* I have been awarded bronze in Presidential Awards Scheme.
* I have served as a Minister for health in student council at Michuki Technical College.
* Awarded as the best trainee attachment of the year 2012 at Michuki Technical

**ABILITIES:**

* I have the ability to coordinate people effectively.
* I can work under minimal supervision.
* I can adapt to different environment and people comfortably
* Am a good team player.
* I have the ability to listen and come up with a viable decision

**REFEREES:**

MR. PAUL KURIA KAMAU MISS. NANCY WANGUI MR. S. NJUGUNA

FINANCIAL MANAGER SENIOR SECRETARY PRESIDENTIAL AWARDS

PROXOR COMPANY PROXOR COMPANY PATRON

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