

MOSES MUNYAKA

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PROFESSIONAL SUMMARY

Dedicated and compassionate NGO and administrative professional with over 4 years of experience in project coordination, community engagement, and organizational administration. Skilled in donor reporting, child protection programs, and stakeholder management. Adept at supporting program implementation, managing data, and ensuring operational efficiency in fast-paced, mission-driven environments. Passionate about promoting social impact and empowering communities through education and development initiatives.

PROFESSIONAL EXPERIENCE

St. Philip Neri Primary School | Administrative Officer / Project Coordinator (Jul 2021 – Feb 2023)

- Coordinated education and welfare programs supporting vulnerable children.
- Developed progress reports and updates for sponsors and donors.
- Liaised with psychologists, social workers, and child protection officers for holistic care.
- Organized community outreach activities and home reintegration programs.
- Assisted in budgeting, procurement, and logistics management for school operations.
- Supervised staff in maintaining discipline, record-keeping, and administrative efficiency.

Mukuru Promotion Centre – Mary Immaculate Rehabilitation Centre | Project Administrator / IT Trainer (Feb 2020 – Jul 2021)

- Implemented student sponsorship programs and maintained accurate case files.
- Communicated regularly with donors regarding project outcomes and student progress.
- Trained youth on digital literacy under the Profuturo education program.
- Managed store operations, inventory, and procurement for the center.
- Prepared reports and documentation for internal and external stakeholders.
- Collaborated with local organizations to strengthen community-based initiatives.

Transgender Education & Advocacy | Videographer & Editor (2019 – 2020)

- Produced multimedia content for awareness and advocacy campaigns.
- Documented community stories and success cases for donor visibility.
- Supported communication initiatives to promote inclusivity and social change.

EDUCATION

- Master of Business Administration (Finance), Periyar University, India – Jul 2016 – Apr 2018
- Bachelor of Business Administration, Periyar University, India – Jul 2013 – Apr 2016
- Kenya Certificate of Secondary Education, Mumbuni Boys High School – Feb 2009 – Nov 2012

KEY SKILLS

- Project Management & Coordination
- Donor & Stakeholder Relations
- Community Outreach & Engagement
- Child Protection & Case Management
- Report Writing & Documentation
- Budgeting & Procurement
- Digital Literacy & ICT Skills
- Team Leadership & Communication

INTERESTS

Community development, digital media for advocacy, youth empowerment, and cross-cultural collaboration.

REFERENCES

Available upon request.