

Curriculum vitae

Henry Stanley Situma. (MR)

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OBJECTIVE

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

EXPERIENCE

Loans Manager

Kenya Projects Sacco Limited (Formerly Coast Projects Sacco Limited) - Mombasa*November-2011*

- 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 - Mombasa*May-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 reports.
- Account reconciliations.
- Loan disbursements
- Loan Computation

EDUCATION

Bachelor of Commerce

Technical University of Mombasa (TUM) - Mombasa*2015*

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 - Mombasa 2010

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 - Mombasa 2009

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
Luhya
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