

## SANG' CHEPNGETICH CONSTANCE

**E-mail:** [constancetetio@gmail.com](mailto:constancetetio@gmail.com)

**Mobile:** +254 113 795 305

### PERSONAL PROFILE:

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A hardworking and motivated Administrative Assistant with a strong foundation in Business Management & IT, currently expanding my expertise in Software Engineering (Python, Web Development, and Database Management) through the Power Learn Project. Adept at bridging administrative efficiency with technical solutions.

### PROFESSIONAL SUMMARY:

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Detail-oriented professional with a blend of administrative excellence and technical proficiency in software engineering. Proven ability to streamline operations through IT solutions while managing projects, logistics, and cross-functional collaboration

### SKILLS & COMPETENCIES:

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- Python Programming |Web Development (HTML/CSS) |Database Management (MySQL)
- ERP Systems (Sage, TPS) |IT Troubleshooting |Software Installation
- **Administrative Skills:** With a strong background in the NGO space, I would say possess great administrative skills through managing my superiors' calendars, participating in scheduling meeting particularly meetings, organizing contract files depending the financial year as well as handling correspondence where necessary.
- **Planning & Organizational Skills:** With administration being a focal point of an organizational skills which are essential for managing multiple tasks and prioritizing the ensuring deadlines are met.
- **Communication skills:** I possess great communication skills, both verbal & written which is crucial for my interacting with my respective colleagues, clients & external partners.
- **Analytical skills:** I have gained great analytical skills from my studies in Business Management as well as working closely with various partners and the S.I team have provided me with analytical skills, which can be useful for identifying problems, evaluating options, and making informed decisions.
- **Attention to details:** Working on Work plans, Budget justification, SOWs, VPS among others for various financial year just to mention a few has enhanced my accuracy through proofreading documents, managing data accurately, and ensuring compliance with policies & procedures.

- **Teamwork & a Team player:** Working in an environment where different department are involved to achieve a similar goal such as working with various partners in coming up with FY23-FY24, FY24-FY25 Workplans.
- **Problem-Solving skills:** I have developed problem-solving skills, which have been important in identifying issues, finding solutions & implementing improvements where necessary.
- **Leadership skills, program coordination and partner relations:** As an admin assistant, I have provided leadership in the various programs that we have undertaken through ensuring proper utility of the resources inclusive of time, talents and abilities and equipment.
- **Work ethic:** Based on my previous work experience I have been able to get to work on a timely manner, complete tasks in due time in an organized manner.

## **WORK EXPERIENCE:**

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### **HJFMRI/WRP: Administrative Assistant**

**Locum Administrative Assistant: June 2024- September 2024 & Administrative Assistant Intern: March 2023- March 2024**

- Successfully coordinated and organized logistical support for partner site technical teams, ensuring timely consolidation of contract packages (**Work-Plan, SOW, Budgets & Budget Justifications**).
- Collaborated with cross-functional teams to provide program implementation status updates to key personnel, and **PEPFAR-HJFMRI** contracts teams.  
Assisted in leading the process for partner sites in consultation with the **HJFMRI contracts' administrator**.
- Facilitated key program meetings, took minutes and shared with attendees and **HJFMRI** through the contracts POC.
- Provided support to the accounts team by preparing bank reconciliation statements, verifying and scanning invoices and their supporting documents for replenishment as well as Preparation of Site approval invoices and documentation.
- Maintained an updated inventory of program office equipment, assets, and supplies.
- Monitored the submission of monthly meetings reports ensuring accuracy and timely payment processing.
- Provided logistical support to PEPFAR-Program meetings, activities and trainings.
- Maintained updated folders (paper and electronic) for all contracts and modifications for the **FYs**

- Supported HRH (**Human Resource for Health**) Validation process which involved auditing partner sites in the four supported counties and generated a report on the same activity.
- Maintained updated **HRH files**, including contracts of employment and representing it in Excel sheets.
- Supported the HR team in the recruitment process by preparing applicants documents, in events where the practical sessions was involved, I was able to guide interviewees to their next step.
- Coordinated and supported the implementation, monitoring and evaluation of site program act, facilitating required logistics.
- Worked closely with the **M&E and health records teams** to solicit, collate, and submit program reports as stipulated in partner contracts.
- Printing and photocopying training tools.

**SALES AGENT: Skylink Networks (October 2022 - December 2022):**

**Achievements/Key Responsibilities:**

- Installed high-speed internet connections in residential homes, ensuring seamless connectivity for customers.  
Conducted on-site assessments to determine the most efficient installation methods and optimal router placement.
- Configured and tested network equipment, including modems, routers, and Wi-Fi extenders, to guarantee reliable internet service.
- Educated customers on internet usage, equipment maintenance, and troubleshooting procedures to enhance user experience and minimize service interruptions.

**ATTACHMENT: Brown & Company PLC (Formally- James Finlay (K) Limited): September 2021 - December 2021**

**Achievements/Key Responsibilities:**

- Manipulated the ERP Systems (Sage& TPS Tea Plucking System) used by the organization to generate reports, regulatory compliance among others.
- Assisted in troubleshooting hardware and software issues.
- Provided technical support to end-users, resolving IT-Related problems.

- Participated in system upgrades and software installations.
- Conducted research to recommend improvements in ICT infrastructure.

**EDUCATIONAL BACKGROUND:**

**May 2018 – August 2021:** Kabarak University, BSc. Business Management & Information Technology (BMIT)

**February 2014 -November 2017:** A.I.C Litein Girls Secondary School Kericho, Kenya  
Certificate of Secondary

**REFERENCES:** Available upon request.