

CURRICULUM VITAE

ANNE NYOKABI NDIRANGU (PhD)

CELL: +254 721-603-115

P.O. Box271 00600 NAIROBI

EMAIL: andirangu45@gmail.com

Skype: ndirangu34

OTHER PERSONAL DETAILS:

NATIONALITY: Kenyan
MARITAL STATUS: Widowed
ID NUMBER: 9380007
LANGUAGES: English and Kiswahili
Cell phone +254 721-603-115

PERSONAL OBJECTIVE

To be an agent of change through transferring knowledge with efficiency and effectiveness for the benefit of both the learner and the society towards achieving the desired economic goals and ultimately wage a successful war against poverty in a professional way.

ACADEMIC BACKGROUND

YEAR OF STUDY	NAME OF SCHOOL/COLLEGE/UNIVERSITY	QUALIFICATIONS
May 2013 – November 2016	Jomo Kenyatta University of Agriculture and Technology	PhD Entrepreneurship
May 2011-May 2013	Jomo Kenyatta University of Agriculture and Technology	Msc Entrepreneurship
Jan 2004-Dec 2004	Institute of Human Resource Management	Higher Diploma in Human Resource Management
1996-1999	University of Nairobi	Post Graduate Diploma in Education
1989-1993	Kenyatta University	B.A. Sociology
1987-1988	Kijabe Girls High School	A-Level(KACSE)Economics, Geography & CRE 3principals and 1 subsidiary 11 points
1983-1987	Nginda Girls Secondary School	O-Level(KCSE) Division 1
1974-1982	Kiawaitanji Primary School	C.P.E

Professional qualifications and experience

I am a fully accredited Microfinance Trainer of Trainers by Asian Development Bank Institute, China Development Bank, Tokyo Development Learning Center and the World Bank. I have a higher diploma in human resource management and a post graduate diploma in education from the University of Nairobi. I am a licensed Human Resource practitioner by the IHRM (Institute of Human Resource Management – Kenya) and a registered teacher with Teacher Service Commission in Kenya. Currently a part time lecturer at Graduate School Dedan Kimathi University of Technology and external Examiner at Pan African University Graduate School.

I have 15 years' experience in Training dealing University programs, Micro-finance training programs, and Micro, Small & Medium Entrepreneurs, Women and Youth enterprises. I have acquired a wealth of experience in drawing and implementing training programs, Strategic planning skills, and am currently the Learning & Development Manager at ECLOF –Kenya which is a microfinance that is fast growing.

Achievements

Successfully supervised 3 Masters Students to graduation level

Successfully taught 2 PhD classes in Organizational Behavior and Theories

I have taught various secondary schools in Kenya for 9 years with distinct performance in the subject of Commerce before joining Microfinance sector in 2003 entry level as a credit officer in Faulu Kenya Microfinance and grew to Area management level in ECLOF-Kenya Microfinance.

I started a department of training and was made in charge of the staff and the customers training which has operated very successfully under my leadership to date with a coverage of 37 counties out of the 47 counties spread over Kenya.

Outstanding growth in the training section has been experienced for the last 5 years both in training and raising trainers for various teams for sustainability and continuity.

During this period I have managed to develop training materials for the entire population of over sixty thousand clients and approximately 300 staff members. These include staff induction guide, client orientation seminars, leaders training seminars and refresher courses for the clients.

In 2015 I championed financial literacy training for over 40,000 micro entrepreneurs using TOT Model of dissemination and have conducted empirical research on Innovation performance in youth enterprises and SMEs in Kenya as well as Entrepreneurial skills and growth in microfinance institutions in Kenya.

I have been able to conduct over fifty Training of Trainers for teams of microfinance staff and I was also an associate consultant in the preparation of Strategic plan for

Faulu Kenya Microfinance before and during transforming to a Microfinance Bank. I have successfully engaged in Transformation Strategic Planning for ECLOF Kenya (2018-2022).

I have also conducted a national financial management and business skills training for Compassion International (NGO) to over 2000 care givers.

I participated in the famous Global Entrepreneurship Summit in 2015 in demonstration of innovation in youth enterprises in Kenya and presented a waste to wealth project using old newspapers.

Since graduation in 2016 I have also worked as a Lecturer at the graduate school at Dedan Kimathi University of Technology on part-time basis and graduate School of Jomo Kenyatta University of Agriculture and Technology. Currently am contracted as a facilitator at Strathmore University in HR FOR NON HR Management Skills for 2016-2018 in professional development courses.

VOLUNTEER SERVICES

- I am volunteering with Financial Deepening Sector Africa (FSD Africa) in developing Credit Management Training Curriculum for entry level staff in East African Region.
- Currently in the Mentorship group partnering with United States International University in mentoring post graduate students.

PERSONAL ATTRIBUTES

I am a woman of integrity, focused, supportive, value based, well-organized, reliable, and flexible. I'm highly motivated and self-driven. In addition I love learning new skills and am committed to team working, with good interpersonal skills including recognition and appreciation of others' contribution. I have a personality with a "Yes I can" approach to work and flexible to change which helps me to take new ideas with a high drive for results. All my training sessions are flavored with humor based on my passion to see people learn.

WORKING EXPERIENCE

Period: August 2012 to date

Employer: ECLOF Kenya

Position: Talents Development Manager.

Duties:

- Development and implementation of training programs in ECLOF Kenya.
- Run the training budget for the company.
- Monitoring and Evaluation of training.
- Training needs analysis.
- Fundraising for capacity building through proposal writing.
- Represents ECLOF Kenya's Learning and Development Team at various events and/or forums.
- Ensuring regulatory obligations are met corporately

Achievements

- Drawn five years Training Strategic Plan for ECLOF-Kenya.
- Composed Induction Training Manual.
- Client Orientation Training Guide
- Made MFI client training modules.
- Delivered annual training needs in good time
- Conducted the tendering process for the facilitators and conference facilities.

Period: August 2008 to July 2012

Employer: ECLOF Kenya

Position: Area Manager

- Reporting to Operations Manager
- Performance Management
- Providing Leadership to the Area.
- Mentoring & Supervising Staff
- Budgetary Responsibility over the Area
- Credit Management & Appraisal

Employer: Faulu Kenya Limited

Position: Branch Manager

Period: May 2003 to July 2008

Duties:

- Reporting to Area Manager
- Performance Management
- Providing Leadership
- Mentoring & Supervising Staff
- Budgetary Responsibility over the branch.
- Loan Processing
- Credit Management & Appraisal

TEACHING EXPERIENCE

Dedan Kimathi University of Technology

March 2018-to date

Lecturing –Organization Behavior

PhD Class (Part time)

Strathmore University

January 2016 -date

Professional Courses (ONLY)

Facilitating HR for Non HR Managers

Jomo Kenyatta University of Agriculture and Technology:

Part time lecturer January 2017 –August 2017

Thunguma Academy (Principal), Wamutitu Secondary School, Ruthugati High School & St Edward High School (Nairobi).

1993-2003(9 years)

TRAINING AREAS OF INTEREST

1. Organizational Theory and Behavior
2. Entrepreneurship theory and practice
3. Marketing in Small Enterprises
4. Technology and innovation
5. Research methodology
6. Human Resource Development
7. Organization Change and development
8. Reward management
9. Employees relations

CONFERENCE PAPERS

Presented in May 9th & 10th 2017

University of Kabianga

Topic: Ethical use of Technology in Youth Enterprises in Kenya

<i>No /S</i>	<i>TOPIC</i>	<i>JOURNAL</i>	<i>CO-AUTHORS</i>
	<i>Effects of Entrepreneurial Training on the Growth of SMEs in Kangemi Kenya.</i>	Journal of Human Resource and Entrepreneurship Development: 5(1)50-56.Jomo Kenyatta University of Agriculture and Technology.	Prof. Elegwa Mukulu
	<i>The influence of training environment on the growth of small and medium enterprises in Kenya</i>	International Journal of Business Management August 2014 Issue	Prof.Elegwa Mukulu
	<i>Technological Capital and Innovation Performance in Youth Enterprises in Kenya</i>	International Journal of Scientific and Research Publications, Volume 6, Issue 3, March 2016 ISSN 2250-3153	Prof Odhiambo, Prof Mukulu ,Dr Waititu
	<i>Entrepreneurial Skills and Innovation Performance in Youth Enterprises in Kenya</i>	International Journal of Business Management Volume 4, Issue 3, March 2016 ISSN 2321-8916	Prof.Odhiambo Prof. Mukulu Dr Waititu
	<i>Staff induction training guide Client Orientation Guide for Microfinance Institutions</i>	Unpublished Unpublished	ECLOF-Kenya ECLOF –Kenya (Task force leader)

Ethical technology use and sustainable youth enterprises development in Kenya

University of Kabianga 2nd
Annual International
Conference to be
presented on 9th & 10th
May 2018

Dr Anne Ndirangu
(Sole author)

THESIS SUPERVISION

- 2 Students PAC University (1 first supervisor & 2 second supervisor) graduated 2018
- 1 Students from Dedan Kimathi University (Second Supervisor) graduated 2018
- Currently supervising 2 PhD students PAC University and 2 Dedan Kimathi University of Science & Technology.

CONFERENCES, WORKSHOPS AND SEMINARS

Period	Areas covered
15th & 16th August 2019	Risk & Default Management in Financial Sector
May 20th to 31st 2019	E-Learning course content development at Kenya School of Government
19th November 2017	Mentoring skills
10th March-11th March 2017	Customer Excellence by International Sales Training Institute
26th -27th June 2016	Brand Management/Octane Mind rebranding by Success Signature
7th-11th July 2015	Management Skills by Frankfurt School of Finance and Management
6th July 2015	Training of Trainers by Frankfurt School of Finance & Management
February 2015	Annual HR Symposium by Africa Management Communications (Talent management)
September 2014	The Leading Edge Manager by Anthony Gitonga (Coach, Author & Speaker)
May 2014	Transformational Leadership Seminar 1 ELNET (Character formation, call, competence & community building)
July 2013	e-Learning (MFTOT09) Micro-finance Training of Trainers Distant Learning computer based by Tokyo Development Centre
June 2013	Transformational Leadership Seminar 3 with ELNET (creative Leadership, Capacity building, coaching and Change Leadership) By International Leadership Foundation
October 2012	Social Performance Management by ECLOF
August 2010	International Human Resource review with Strategic Dimensions
March 2010	Microcredit Summit for Africa and Middle East.
22nd May 2008	Strategic Marketing of Services by SBO Training

6th -8th Mar 2008	and Imple	Balance Score Card by Strategic Leadership Center (International)
16th-18th Oct. 2007		Branch Administration, Supervisory & Management Skills Course by Kenya Institute of Management
9th -11th May 2007		Change Management, Responsible Citizenship & MFI Act Course by Faulu Kenya Ltd
16th -18th Oct 2006		Supervisor Development by Management Decision Information
Feb- March 2005		HIV/AIDS Education Seminars Organized by Brakenhurst; Theological College Limuru
Jan-Nov 2005:		Basic counseling skill and application of counseling at work place by IPM (K).
14th -19th Aug 2000:		Foundation Principles and skills of counseling Organized by Blessed Hope Counseling and Training Centre
27th Nov.-1st Dec 2000:		Advanced skills of counseling organized by blessed hope Counseling and training center
Others		: Ms-word, Excel and Power points

REFEREES:

Prof. Elegwa Mukulu

Principal College of Human Resource Development
Jomo Kenyatta University of Agriculture & Technology
P.O Box 62000 00200 City Square
NAIROBI
E-mail emukulu@jkuat.ac.ke
Mobile (+254)720872974

Mr Isaac Mwangi Kiragu

P.O Box 34694- 00100
NAIROBI
Email mwangikiragu06@yahoo.com or im.kiragu@gichohi.co.ke
Mobile 0720398102

Mr Julius Irungu Maina

Risk & Compliance Manager
ECLOF-Kenya
P.O Box 34889 00100
NAIROBI
Email jirungu@eclof-kenya.org
Mobile: +254 723640757