

CURRICULUM VITAE

PERSONAL INFORMATION

Full Names	Harriet Kinya Mwenda
Nationality	Kenyan
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Language proficiencies	Kiswahili, English, (Fluent – Written and Spoken),

PROFILE

Energetic and goal oriented with an ambition to excel. Ability to synthesize pertinent information and articulate key issues required to deliver organizational goals and targets. In management, I have developed skills and ability to work effectively under pressure to achieve stretched targets. This is by preparation of work plans and strict following of laid down policies in achieving both departmental and strategic objectives. This has also enabled me build my character of result orientation with minimum supervision while holding highest level of integrity.

My focus is to continue with the same level of performance welcoming a more challenging position within a diversified and rewarding environment that recognizes growth and drives to business and personal growth.

KEY SKILLS

- Strategic and analytical mindset.
- Developing and review of University policies and procedures
- Background in Human Resource Management & Strategic Management.
- Possess exceptional curriculum planning, development and organizational skills
- Team-orientated, and I can function as an effective team member in various groups or independently as required under different circumstances
- Outstanding supervisor- lead people at various levels to achieve organization goals.
- Possess creative and innovative approach to problem-solving with good managerial skills
- Quick learner when it comes to new systems, processes/procedures and adapt local practices of an institution.
- Good communication, interpersonal, organizational and planning skills

KEY SKILLS

- Computer literate: Word, Excel, and Power point.

PROFESSIONAL EXPERIENCE	SPECIFIC WORK BRIEF
<p>September 2015 till Present: Zetech University (<i>Thika Road Campus</i>)</p>	<p>Job Title: Academic Quality Assurance Manager.</p> <p>Reporting: Deputy Vice Chancellor Academic research & extension.</p> <p>Duties and responsibilities:</p> <ul style="list-style-type: none"> • Participating in teaching activities. • Preparing and reviewing of University policies and procedures • Training members of staff on laid down academic policies, procedures and External regulations such as CUE guidelines. • Monitoring implementation of Quality Assurance policy and generate reports to UMB and Senate to promote the culture of academic quality within the university. • Coordinating and acting as the secretariat of the Academic Quality Assurance committee. • Promoting effectiveness of academic, advising on course registration through feedback from students, follow-up on teaching performance and effectiveness, smooth administration of examination, advising the management on how the system is performing in regards to quality and suggesting improvement strategies. • Training the faculty members on curriculum development and review. Advising on program and courses approval and development in compliance with the commission for university education standards and guidelines for quality assurance in the university. • Ensuring internal and External moderation of exams and scripts is done. • Coordinating and providing relevant reports on the university quality status. • Conducting students-lecturer evaluation surveys. • Preparing AQA office Budget. • Leading and supporting curriculum review process. • Inspecting departmental processes and records • Following up on Key Performance Indicators

Quality Management System Auditor	<ul style="list-style-type: none"> • Following up on disposal or archiving of obsolete records • Assisting with identification of non-conforming products • Sensitizing training department on QMS ISO 9001:2008 standard and ISO 9001:2015 • Preparation of audit plans and notification • Conducting internal audits and preparation of audit reports • Correction of non-conformities within the department and establishing the root causes
Sept 2014- May 2015: Fidelity Shield Insurance Company	Job Title: Internship. Duties and responsibilities: <ul style="list-style-type: none"> • Adjustment of payables accounts • Interpretation and analysis of monthly reports • Monitoring and reporting on debt accounts • Filing of debtors documents. • Updating of members personal account • Preparation and analysis Financial statement
EDUCATION	
Summary of Qualifications	<ul style="list-style-type: none"> • 2016-2018: Masters in Business Administration (strategic management option) <i>Jomo Kenyatta University of Agriculture and Technology</i> • 2011-2014: Bachelor of Business of Commerce (HRM option) <i>Jomo Kenyatta University of Agriculture and Technology</i> • 2008-2010: Diploma in Cooperative Management <i>Railways Training Institute (examined by KNEC)</i>
Participations & Membership	<ul style="list-style-type: none"> • Registered member at Institute of Human Resource management (IHRM) • Appointed as a member of Zetech University Research Committee. • Appointed as a member of Zetech University strategic plan monitoring committee. • Appointed as a member of Zetech University program accreditation committee. • Appointed as a secretariat of Zetech University Academic Quality Assurance committee. • Appointed as a member of the University Senate • Member of the University Deans Council

	<ul style="list-style-type: none"> January 31st –February 1st 2013: Leadership Training at Cray Fish Naivasha by B&G consultants.
AWARDS AND CERTIFICATES	<ul style="list-style-type: none"> Certificate of participation in the review of 2020-2030 University Strategic Plan. Certificate of participation in the Curriculum Development and Review training as a curriculum coordinator at Zetech University in 2018 Certificate of recognition for the pivotal role as Coordinator of the transition committee that saw successful achievement of the university ISO 9001:2015 which has ensured university continued conformance in 2017. Certificate of participation in 2days Internal Auditors Quality Management System training by SGS in 2017. Certificate for being an excellent problem solver, under manager's category award in 2016 at Zetech university. Certificate for the team work award, best overall for the year 2016 at Zetech University. Certificate of appreciation for the role played as a staff representative in the capacity of Chairperson in 2015
<i>Hobbies</i>	<ul style="list-style-type: none"> Travelling, reading and nature excavations

REFEREES

1. Dr. Alice Njuguna,

Deputy Vice Chancellor- Zetech University

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2. W.T Makutha.

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I the undersigned, certify that this data is an accurate description of my person, my qualifications and my experience.

Up to date 2021