

# WALTER KIPCHIRCHIR KOROS

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## ADMINISTRATION MANAGEMENT ADMINISTRATIVE OFFICER

High energy and organized professional with 5+ years' wealth of multi-disciplinary experience in administration and analytical operations in high business environment. Knowledge in office management best practices and especially capable of handling high volume tasks with an exceptional level of accuracy. High level technical skills across a range of functional activities and skilled in logistics and planning. Extensive team support operations experience supporting general office coordination, human resource support, finance operations and management. My goal is to become a valuable mutual asset by providing efficient administration expertise contributing effectively to organizational success.

### CORE COMPETENCIES

Planning & Preparation | Auditing Quality Management Systems| Time Management and Prioritization | Administration Processes | Schedule Management | Stakeholder Management | Documentation | Relationship-building | Resource Optimization | Logistical Planning | Budgeting & Budget Control

### KEY HIGHLIGHTS

- ✓ Vast experience in conducting internal audits under ISO 9001:2015 standard
- ✓ Adept at managing and streamlining administrative processes to reduce errors, improve accuracy and efficiency, and achieve organizational objectives.
- ✓ Reliable administration of successful special events and business processes it a detailed touch, delivery of corporate alignment and productivity enhancement.
- ✓ Demonstrated capacity to provide comprehensive support for senior-level staff, including managing and coordinating projects and processes in support of effective business operations.
- ✓ Proven track record of accurately maintaining detailed records, generating reports, coordinating meetings, and multitasking within fast-paced atmospheres.
- ✓ Experienced in drafting and forwarding business correspondence.
- ✓ Proficient in Microsoft Office suite and managing, arranging, and coordinating executive

calendars, travel, contacts, conference bridges, appointments, and luncheons/events.

- ✓ Sound planning, supervision and office administration with exceptional team-building

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## EDUCATION & CREDENTIALS

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- ✓ Bachelor of Science in Actuarial Science, University of Eldoret, 2014.
- ✓ Kenya Certificate of Secondary Education, Chemelil Sugar Academy, 2009
- ✓ Kenya Certificate of Primary Education, AIC Tinderet Academy, 2005

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## CAREER HIGHLIGHTS

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### Administrative Assistant | Karatina University | 2019 to date

#### Key responsibilities:

- Preparing Audit programme in each financial year.
- Preparation of departmental work plan every Financial Year
- Drafting Budgetary estimates every Financial Year.
- Preparation of departmental procurement plan every Financial Year.
- Coordinating Internal audit activities such as opening and closing meetings, auditors' meetings, actual audit, audit reporting and audit follow-up.
- Facilitating Management Review meetings.
- Coordinating certification, surveillance and re certification audits with certifying body.
- Coordinating preparation and review of QMS documents by all process owners at least once every Financial/Academic Year.
- Integrating legislation, policies, strategies, systems, and practices in operating procedures in the University's QMS
- Coordinating monitoring of lecture attendance every semester.
- Facilitating monitoring of examination administration during end of semester examinations.
- Facilitating evaluation of all lecturers by all undergraduate students at the end of every semester.
- To monitor and/or facilitate skills development of staff by Initiating pedagogical and other skills and sensitization training for staff
- Auditing delivery of Quality services in all aspects within the University including: Admission of students; Academic programmes; Examinations; Student support services; Learning environment; Recruitment of staff; Research and outreach; Alumni involvement and Feedback mechanism.

**Key responsibilities:**

- Undertook voucher processing verification
- Did shares operations and verifications
- Filing system maintenance

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**PROFESSIONAL TRAINING AND  
CERTIFICATION**

Trained on ISO 9001:2015 standard  
Trained auditor under ISO 19011:2018 guidelines for auditing management system.

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**REFERENCES**

**Prof. Kenneth Wanjau**

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