**CURRICULUM VITAE**

**PERSONAL DETAILS**

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| **Name:** Nabangala Joselyne  **Current Address:**  Kenya Forestry Research Institute,  Kakamega Forestry Research Sub-center,  P.O. Box 1901-50100,  Kakamega, Kenya.  **Tel.:** +254724422226  **E-mail:** [joselynengome@yahoo.com](mailto:joselynengome@yahoo.com)  **Nationality:** Kenyan, **ID/ No.:** 28954684 **Passport no**. AK0190510 |  |
| **Date of Birth:** 10th February 1992 |  |
| **Marital Status:** Single |  |
| **Languages:** English, Kiswahili and Luhya |  |
| **Religion:** Christian |  |

**EDUCATION BACKGROUND**

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| **UNIVERSITY**: | **Jomo Kenyatta University of Agriculture and Technology, (2018-2019)**  Master of Science in Human Resource Management |
| **UNIVERSITY:** | **Jomo Kenyatta University of Agriculture and Technology,(2015-2017)** Degree Bachelor of Commerce Human Resource Management option (second class upper division) |
| **UNIVERSITY:** | **Mount Kenya University, (2013-2015)**  Diploma in Human Resource Management (Distinction) |
| **COLLEGE:** | **Springs Institute of Technology, (2011)**  Certificate in Computer Applications (Distinction) |
| **HIGH SCHOOL:** | **Osorongai Secondary School –Kitale, (2006-2009)**  Kenya Certificate of Secondary Education |
| **ELEMENTARY:** | **St. Kizito primary school.**  Kenya Certificate of Primary Education |

**WORKING EXPERIENCE**

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| **2017-Present:** | **Kenya Forestry Research Institute**  Administrator/ISO Lead Auditor  I have learned to well manage human resources through proper implementation of HR functions, organizational policies and procedures while complying with the statutory and legal requirements. I learned on how to be committed as I would be called to respond to various problems during night or when on official leave  As an ISO champion and auditor I have earned vast experience in all processes across departments, ensuring quality of outputs to meet the required standard. Gaining a lot of knowledge through interactive discussions and ensuring compliance to both quality and environmental management systems. |
| **2015 – 2017:** | I have learned to well manage human resources through proper implementation of HR functions, organizational policies and procedures while complying with the statutory and legal requirements. I learned on how to be committed as I would be called to respond to various problems during night or when on official leave |
| **2014-2015:** | **Kenya Forestry Research Institute (Kakamega sub-center)**  Clerical Officer, administration and accounts sections |
|  | I added my reliability and integrity skills through the management of records while ensuring confidentiality of all documented information. |
| **2012- 2013**: | **Nakami farm –Kitale**  Administrator.  I did acquire skills in leadership, how to handle pressure and handling of customer feedback that enhanced my knowledge in customer service delivery. |

**Career achievements:**

* Represented Kenya, through the Ministry of Environment and Forestry in People’s Republic of China to negotiate for formation of forestry cooperation between Kenya and China in November 2019
* As an environmental management regional champion, I did lead the KEFRI team in winning the trophy as a best organization in the application of environmental management system in its process during the year 2018 and 2019 ASK shows respectively.
* As the knowledge management champion, through proper record management, our Centre was nominated as a satellite Centre for knowledge management in KEFRI
* I was awarded a certificate on excellence in exemplary performance in general service delivery.
* Due to the excellence performance in quality and environmental management, I was nominated to be trained as an ISO auditor and rose to the position of the ISO lead auditor within a period of one year.
* Participated in the successful formation of an MOU between KEFRI and Kaimosi ATC.

**OTHER SKILLS ACQUIRED/ COMPETENCE**

* **Human Resource development and management skills:** performance management, staff training needs assessment, staff training, legal compliance and execution of company policies, induction, customer service function, payroll preparation, employee relations and negotiation.
* **Administrative skills:** supervisory role in the registry, preservation of records, coordinating of all sections, in-charge of environmental management systems (EMS), customer services and quality management systems (QMS), Information Security Management Systems (ISMS), Knowledge management systems, transport Management, control of outsourced services, public complaint handling and reporting.
* **Audit skills:** Trained and practicing Auditor of ISO 9001:2015 and ISO 14001:2015.
* **Computer literacy:** Microsoft excel, word, power point, SPSS and internet

**CAREER ASPIRATIONS**

* To develop my negotiation skills and be the best liaison officer in all arears of business by establishing sustainable cooperation for win-win business relationship.
* Advance knowledge in strategic human resource management to help organizations to best develop and manage its human resources to acquire competitive advantage in the labour market.
* Looking forward to work with a company or organization that will help me build my experience and advance in management of human resources
* To make a positive and progressive impact to humanity, my society and field of practice

**Personal interests**

* Performance management
* Business ventures (sales and marketing)
* Training and development

**HOBBIES**

* Reading dailies and magazines,
* Making friends
* Travelling.

**REFEREES**

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| Dr. Shadrack Mbithi Mutua  Deputy Director,  Jomo Kenyatta University of Agriculture and Technology  P.O Box 1014-50100  Kakamega.  Cell No. +254725702704 | Mr. Peter Gachie Kimani  Officer-In-Charge,  Kenya Forestry Research Institute - Kakamega  P.O Box 1901-50100  Kakamega  Cell No. +254721 809809 | Ms. Esther N. Mukiha  Ass. Director, H/ Resource,  Kenya Forestry Research Institute - Headquarters  P.O. Box 20412 – 00200  Nairobi  Cell No. +254725799352 |

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