
Curriculum Vitae

AKAMRAN IRENE

Records Management, Knowledge Management, Information Scientist

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Professional Profile

Astute Information Management professional with over 4+ years' experience of providing comprehensive high-quality information governance services to public and private organizations across the country.

Utilizing my expertise in electronic and digital administration, I have been pivotal in ensuring efficient management of information. I am an expert in records creation, indexing, classification, storage, retrieval, circulation, appraisal, archiving and disposition. I have gained sufficient experience in records policy development and implementation to ensure adherence and compliance whilst minimizing risks.

Highlights/Skills

- **Planning and Organizing:** Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner.
- **Communication Skills:** I am an excellent communicator who effectively conveys information both verbally and in writing to a broad range of people and organizations within a cross-cultural context.
- **Systems knowledge** – Extensive Experience in the use of information Management Software such as ERP in preparing, analyzing and reporting data for management accurately and to timescale.
- **Flexibility and Adaptability:** I am a flexible team player thriving in environment that requires the ability to effectively prioritize and manipulate multiple tasks concurrently. Furthermore, I am always positive and open to new ideas.
- **Team Player** - Enjoys sharing knowledge and encouraging development of others to achieve specific team goals.
- Proficiency in electronic research of documents.
- Knowledge of computer programmes (e.g. MS Office applications such as Word,

Excel, SharePoint, etc.) and filing systems.

- Good skills in English& French

Career Experiences

Administrative Assistant Officer/Information Management- Nairobi BRAC International, 5th January2024- 30th August 2024

- Support the development of Business development plans coordination of workshops and
- meetings
- Support with management and archiving systems to ensure consistency and continuity in
- providing legal advice, including maintaining the electronic and hard copy files and records
- Provide Administrative support by preparation and follow-up actions related to meetings and
- travel (travel authorizations, flight and hotel reservations, travel claims), organizing conference
- calls, participating in meetings and preparing minutes.
- Assist in editing, proofreading and finalizing official notes verbal's, correspondence and other
- documents for signature and approval
- Receive all incoming requests and queries

Records Management Assistant-Tea Board of Kenya (TBK), 1ST December 2021- 30th October 2023

- Controlling and opening files and updating file index
- Ensuring that letters are appropriately filed marked to action officers
- Ensuring Security of information/files in the registry
- Updating and maintain up to date file movement records
- Ensuring the general cleanliness of the registry
- Support with management and archiving systems to ensure consistency and

continuity in providing legal advice, including maintaining the electronic and hard copy files and records

- Provide Administrative support by preparation and follow-up actions related to meetings and travel (travel authorizations, flight and hotel reservations, travel claims), organizing conference calls, participating in meetings and preparing minutes.
- Assist in editing, proofreading and finalizing official notes verbal's, correspondence and other documents for signature and approval
- Receive all incoming requests and queries

Records Management Intern/Clerk-Agriculture and Food Authority (Coffee Directorate), 9TH January-2021- 30th October 2021

- Assisted in receiving, recording and distributing of incoming and internally mails of all kind .
- Participated in opening, indexing build up and controlling file movement.
- Assisted in registration of file movement and to track them
- Participating in provision of storage, repository and reference services for all registerd files
- Aided in recording and arranging all correspondence from the officers for timely dispatch.

Records Management Assistant - Eagle Health & Clinic Services , 5th Feb 2020- 8th November 2020

- Retrieve medical records by following chart out procedures, documenting reasons charts cannot be retrieved by statistics and follow up purposes
- Maintaining continuity of work by documenting and communicating actions ,irregularities and continuity needs.
- Deliver charts to assigned areas of the hospital by following established routine procedures
- Gather patient information by collecting demographic information from variety of sources, interacting with registration resources and physician offices, retrieving information from automated printers
- Maintaining records availability by processing charts into departments ,using chart makes of procedures ,facilitating chart make of activities

Education & Credentials

Masters Business Management, University of Nairobi – Nairobi, Kenya

Higher Diploma Project Management, Kenya Institute of Management – Nairobi, Kenya

Bachelor Information Science (Records Managements), Kisii University – Kisii, Kenya

Kenya Certificate of Secondary Education (B plain) ,Butere Girls High School

REFEREES

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