

EVERLYNE MUSOLITSA MUSALIA

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PERSONAL PROFILE STATEMENT

A motivated adaptable and responsible human resource manager seeking apposition in management department which will utilize the professional and managerial skill developed through past work experience in this field. I have a methodical customer- focused approach to work and a strong drive to see things through to completion.

EDUCATIONAL BACKGROUND

2015-2017: The Sigalagala national polytechnic

Diploma in human resource management

2016: Kenya skills empowerment

Professional potential

2008-2011: The sacred heart girls Mukumu

Secondary Education

2003-2007: Mudungu primary

Primary Education

EMPLOYMENT

June 2023 to date: Parallax Engineering solution (human resource)

- Sourcing and hiring
- Maintaining a positive work environment
- Setting goals and expectations
- Payroll management
- Record keeping

November 2022-May 2023: Spinners Web Kenya (sales person)

- Customer relation duties
- Vendor relation duties
- Stock inventory
- Managing the displays
- Other duties

January 2022-September 2022: Hipora Business Solution (loss control officer)

- Dispatching of electronics and bulky goods
- Stock taking
- Controlling losses
- CCTV operations
- Determining dead stock and flow of goods

January 2017-April 2017: TSC Kakamega sub county (human resource intern)

- Handling matters related to teachers leaves
- Recruitment and selection of teachers
- Solving misconduct problems
- Clerical jobs
- Reception

January 2016-April 2016: TSC Kakamega sub county (human resource intern)

- Receiving and sorting of incoming mails
- Arranging and retrieving of teacher's files
- Recording and posting of mails
- Filing and minuting files to relevant officers
- Handling matters related to teachers registrations
- Typing among other duties.

SKILLS

- Conversant with computer packages.
- Strong communication.
- Organizational abilities.

HOBBIES AND INTERESTS

- Travelling

- Socializing
- Reading

REFEREES

Parallax business solution

Manager

Mr. Eliud Baraza

P.O BOX 00100

Nairobi Kenya

Cell:0712305887

Spinners web Kenya

Mrs. Rosemary Akinyi

P.O.BOX 14226-00800

Cell: 0731168996

Hipora business solution

Supervisor,

Mr. David Nyandika,

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Nairobi Kenya.

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