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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Sheril Diana OSIDA**  **Phone:0791950136/0772575502**  **E-mail:** [**sherildianad@gmail.com**](mailto:SHERILDIANAD@GMAIL.COM) | | |  | | | **CAREER Objective**   * To work in a competitive business environment that allows growth and career development as a team player, bringing significant contribution towards achieving organizational and personal objectives. * Fully exploit my potential to further the excellence of any establishment I will work with. * To be an innovative professional with demonstrative success in Management | | |  | | | **PERSONAL DETAILS**  Nationality: Kenyan.   |  |  |  | | --- | --- | --- | |  |  |  |   Marital Status: Single  Gender: female  Languages: English and Swahili | | |  | | | **EDUCATION** | | |  | | | **Year** | **Degree/Certificate** | | **Description** | | | **2017-** | Diploma in human resource management | | | **Coast institute of technology** | | **2016** | Certificate in International Computer Driving License | | **Institute of Advanced Technology** | | |  |  | |  | | | **2015:** | Kenya Certificate of Secondary Education (KCSE)  (Mean Grade ‘c’ plain) | | **Rae girl high school** | | | **2011:** | Kenya Certificate of Primary Education (KCPE)  (279 marks) | | **Soko Primary school** | | | **WORK EXPERIENCE**  **Kenya ports authority**  **Human resource manager (field attachment)**  **5th October - 6th December 2018**   * Manpower planning unit * Administration and discipline * Staff development * Employee relations * Administration * Pension unit   **June 2015. Bethlehem Hospital Home.**  **Job description**   * Taking patient vitals * Keeping records * Maintaining medical equipment   **SKILLS AND COMPETENCE** | | |  | | | * + Proficient in Microsoft Office Suite and Online Technologies. I hold a certification in Microsoft related courses from Institute of Advanced Technology   + Strong organization skills & attention to detail   + Self-motivated & a team player   + Ability to maintain confidentiality on client information   + Good Communication skills | | |  | | |  | | |  | | |  | | |  | | |  | | | **Achievements & ACTIVITIES** | | |  | | |  | **June 2015:** Together with the Bethlehem home we offered free medical services to the Nyakach community in Kisumu County. | |  | | |  | | |  | | | **HOBBIES** | | |  | | |  | Community/social work & charity events, socialising , traveling, reading fiction novels. | |  | | |
| |  |  | | --- | --- | | **REFERENCES:**   1. Mrs. Eunice kioko   Tel: +254 701 880493   1. Pastor Habil Ogola   Tel: 0735484054   1. Kelvin mwandoe   Email: mwandoekelvin@gmail.com  Tell: 0727107782 |  | |