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| **Sheril Diana OSIDA****Phone:0791950136/0772575502****E-mail:** **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
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| **PERSONAL DETAILS**Nationality: Kenyan.

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Marital Status: SingleGender: 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** |
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| **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
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| **Achievements & ACTIVITIES**  |  |
|  | **June 2015:** Together with the Bethlehem home we offered free medical services to the Nyakach community in Kisumu County. |  |
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| **HOBBIES** |  |
|  | Community/social work & charity events, socialising , traveling, reading fiction novels. |  |

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| **REFERENCES:**1. Mrs. Eunice kioko

Tel: +254 701 8804931. Pastor Habil Ogola

 Tel: 07354840541. Kelvin mwandoe

Email: mwandoekelvin@gmail.com Tell: 0727107782 |  |

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