

DAVID MAGU KIBE

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Professional Summary

Meticulous, task-driven Office Associate with 6+ years of experience in managing client centric office operations. Equipped with Exceptional ability to facilitate all aspects of internal and external communications, support the day to-to-day administrative, Human Resources, financial, and operational functions by working collaboratively with all departments. Proven talent for aligning business objectives with comprehensive administrative knowledge to achieve maximum operational impacts, conserve time and boost efficiency.

Skills

- Exceptional Organizational skills
- Excellent Multi-tasking skills
- Proactive team collaboration
- Effective interpersonal and Communication skills
- Excellent Information Technology skills i.e. Microsoft windows, Excel and Power Point
- Excellent Diary/Calendar Management skill
- Exceptional information management skills
- Proactive and strong attention to details
- Commitment to values of integrity, Loyalty, humility, accountability and learning
- Exceptional Virtual Technological Administrative skills

Experience.

Admin and Operations Officer

Britt Broadcast Ltd - Kenya

11/2023-02/2024

- Ensuring office supplies are maintained, including checking inventory and working with vendors to ensure adequate levels of necessary supplies at all times.
- Ensuring the confidentiality and security of files and filing systems.
- Coordinating schedules, arranging meetings, distributing memos and reports and ensuring that everyone is kept current of necessary company news and information.
- Provided support to the HR team, including employee relations, onboarding, and benefits administration
- Contribute operations information and recommendations to strategic plans and reviews; prepare and complete action plans.
- Maintain safe and healthy work environment by establishing, following, and enforcing standards and procedures, complying with legal regulations.
- Accomplished operations and organization mission by completing related results as needed needed.

Office Associate
Flour International-Afghanistan

07/2018-06/2021

- Managed day-to-day operational and administration office functions that ensured efficiency of daily office operations.
- Managed and maintained records and databases related to ongoing projects and ensured information was organized and readily available for staff.
- Developed and maintained office policies and monitored team compliance.
- Collaborated in organizing office meetings, workshop preparation by booking venues for meetings and conferences.
- Made travel arrangements for the General Manager, Property team and Office Staff including flights, ground transfers, visas and booked hotels.
- Scheduled meetings and appointments internally and externally ensuring there were no scheduling conflicts.
- Provided clerical and administration support to Human Resources, Finance and Procurement departments.
- Compiled and updated employee records and documentations (hard and soft copies).
- Improved communication by coordinating staff meetings for administrative and clerical team members.
- Provided logistical support to the property team management.
- Optimized operations by negotiating and ensured contract performance of vendors providing support services, and manage vendor contracts.

Accomplishments.

- Reduced the usage of printing papers by 80% within the property department by promoting online submission of documents. This assisted in the championing of a sustainable environment by reducing carbon footprint.
- Improved the administration supplier invoicing process by introducing an online submission of invoices that improved vendor payment period by 92%.

Operations Manager - Stock Controller
Afro Sayari Ltd - Kenya

07/2017 to 05/2018

- Increased Office efficiency by coordinating day to day administrative and operational tasks between departments and operating units
- Ensured timely opening of the office and availability of all essential services, supplies, stationery, visibility materials and amenities to staff and visitors
- Tracking shipments and coordinating internal stock transfer as well as resolving delays.
- Maintaining a steady flow of stock from storage to where it is needed.
- Performing regular inventory audits and keeping stock purchasing within budget.
- Maintaining and updating daily shipment records.
- Reduced stock supplies budget by 50% by selecting cost effective vendors and negotiating for better terms with Suppliers

Education

Certificate: ServSafe Certification
(ANSI) May 2021

Certificate: Certified Public Accounting
KCA University Aug 2017

Certificate: Tally Solution & QuickBooks
KCA University Dec 2013

Certificate: Computer Packages
Mission Commercial Training College Aug 2012

KCSE Nov 2011
Doctor Kiano High School

Languages

English: Proficient

Swahili: Proficient

References

-George Kagoru | Managing Director
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