

Rita Mkalama-Safari

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Personal Profile

Passionate and extremely motivated individual with over 20 years' track record in administrative roles at different organizations. I have unmatched ability to increase team efficiency by providing operational and administrative support to different disciplines within the organization, and hands-on experience in assisting in the creation of company procedures and policies as a means for improving processes and practices. Bringing a positive attitude, organized approach, excellent time management skills and a desire to succeed in a fast-paced environment to make a difference in the office administrative procedures. Offers great communication skills and expertise in performing secretarial and record-keeping tasks effectively. I am recognized for building cross-functional relationships between departments, and bringing successful track record in clerical work, problem solving, time management and communication to provide effective support to office. Possess great capability to make decisions where precedents are not established. Hands on experience of using diplomacy and discretion while handling confidential information.

Skills

- **Communication Skills:** Communicates very well both orally and in writing. Possess good presentation skills and people handling techniques.
- **Interpersonal Skills:** Ability to work in a team, demonstrated ability to build agreement and navigate complex and appropriate frameworks. Ability to develop effective working relationships with other program partners and counterparts.
- **Development and Operational Effectiveness:** Ability to lead strategic planning, results-based management and reporting. Ability to go beyond established procedures and models, propose new approaches which expand the range of programmes.
- **Decision Making and Problem Solving Skills:** I am able to make timely, well considered and logical decisions on problem situations that may arise so as to find appropriate and workable solutions.
- **Analytical Skills:** Recognizes areas of weaknesses requiring improvements and makes recommendations to the management for consideration, approval and implementation.
- **Planning and Organizing:** Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner.
- **Time Management:** Ability to prioritize work and manage time effectively.
- **Flexibility:** Capacity to fit into most environments, maintain calm under pressure and can adapt well to changes in the work place.
- **Team player:** Works as a competent member of the team, willingly providing back-up support for coworkers when appropriate and actively supporting group goals.

Work Experience

Jan 2017 to date

Women's Rights and Empowerment Partnership in Africa

Position: National Programs Coordinator

Responsibilities:

- Providing administrative and secretarial support.
- Organizing programs locally and facilitating travel for the regional and international programs.
- Mentoring young women in the organization when they participate in programs.

June 2010 - Sept 2012

JEMCO Business Solutions Ltd

Position: Administrative Assistant

Responsibilities:

- Providing administrative and secretarial support.
- Handling the Reception and Switchboard.
- Assisting with financial reports.
- Preparing fee notes/invoices and payment vouchers.
- Making travel arrangements.
- Handling Petty cash.
- Supervising Messenger.

March 2009 - May 2010

Christian Life Community Kenya

Position: Assistant to the Development Desk Director

Responsibilities:

- Overseeing all facets of the daily operations of the office, ensuring compliance with the organization goals.
- Providing administrative and secretarial support to Development Desk Director.
- Maintaining records and filing system.
- Identifying placement needs for the St. Aloysius Gonzaga Secondary School students, communicate and advise the offices.
- Facilitating arrangements for meetings and conferences with the corporate world.
- Maintaining excellent communication with all organizations contacted.
- Providing timely feedback and submit reports to Development Desk Director.
- Reporting to and performing other duties as assigned by the Director.

Oct 2008 - Feb 2009

CARE International in Kenya

Position: Human Resources Assistant

Responsibilities:

- Assisting the Human Resources Manager in the implementation of Human Resources Policies and Procedures, and advice employees on issues related to routine administration activities.
- Providing support in the interview and selection process of candidates.
- Processing appointment letters of new staff; ensure completion of required documentation for all new staff.
- Ensuring personnel records are complete, up to date and kept confidential.
- Preparing Employees status reports.
- Sending out reminders on confirmation dates and preparing confirmation letters for staff who have completed their probationary periods.

Other Positions Held

- **Jan 2013 - Dec 2016:** Volunteering work with St. Joseph's Catholic Church and the SOS Help, a confidential English speaking helpline in Paris, France.
- **June 2002 - July 2003:** Training Administrator at ACWICT (Africa Centre for Women in Information Technology)

- **May 2001 - May 2002:** Payroll Assistant at GlaxoSmithKline
- **April 1995 - March 1998:** Training Administrator at Societe Internationale de Telecommunications Aeronautiques
- **Nov 1991 - Feb 1995:** East Africa Regional Advisory Team Secretary and Procurement Assistant at CARE International in Kenya
- **Dec 1984 - Oct 1991:** Secretary at American Life Insurance Company (Kenya) Ltd.

Education

2020 to date **BA – Sustainable Human Development**

Tangaza University College, Nairobi

1983

Secretarial Course

Kianda College, Nairobi

1982

O' Level, Division 3

Loreto Convent Valley Road, Nairobi

Professional Qualifications

- **2001:** JD Edwards accounting package; SmithKline Beecham International, Nairobi
- **1997:** Providing Customer Care and Quality Service Seminars; SITA, Johannesburg.
- **1997:** Time Management Course; Hawkins and Associates, Nairobi
- **1996:** Computer Packages; I.A.T. Nairobi
- **1993:** French Advanced Level; Alliance Française, Nairobi
- **1993:** Lotus 1-2-3; Tack Training, Nairobi

Additional Information

Seminars and Conferences

- Jan 2018: Attended the 31st session of the GIMAC Conference in Addis Ababa, Ethiopia
- March 2018: Participated in the CSW 62 conference in New York

Hobbies and Interests

- Mentoring, Volunteering/Community Work, Travelling, Socializing

Referees

Hendrica Okondo

Global Advisor and Researcher, WREPA

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Caroline Ochich

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