

# CHRISTOPHER KIPKECH TALLAM

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## CAREER PROFILE SUMMARY

An all rounded professional with over 6 years of experience contributing to the smooth running of office functions. Over the years, I have gained experience working in a fast paced environment and successfully juggled multiple roles. I can work independently in an environment of change, challenge, multiple deadlines and priorities. Highlights of my experience when working as an administrator includes coordinating transport logistics, ensuring all organizational assets are well maintained, maintaining well-organized filing and documentation system, engaging and offering direction to office visitors, managing periodic procurement planning and managing the department's events calendar for proper planning. I am an outstanding individual, eager to deliver excellence at every opportunity. I now seek a position where my experience in administration management and passion business operations management will contribute to shaping the strategic direction of the Institution.

## EDUCATION BACKGROUND

- **Masters in Business Administration (Corporate Management)**- KCA University; 2019- to date (expected to graduate December 2022).
- **Bachelor of Arts (Public Administration, Political Science and Sociology)**- University of Nairobi; 2010 to 2014.
- **Uganda Advanced Certificate of Education (UACE)**- Greenville High School; 2005 to 2006.
- **Kenya Certificate of Secondary School**- Baringo High School; 2001 to 2004.

## KEY SKILLS AND COMPETENCIES

- **Administration skills:** Experienced in managing office activities, managing procurement, negotiating with suppliers, making budget preparations, arranging travel itineraries and managing communication both with internal and external stakeholders.
- **Phone Etiquette:** Well versed in handling calls using the standard telephone etiquette procedure with an aim to understand the callers request and fulfill it.
- **Supplies Management:** Participated in procurement of office supplies and equipment and processed payments to suppliers in a timely manner, while keeping to the budget.
- **Office Management:** Acquired skills in general office administration duties for example; interacting with clients, ensuring the proper filing of office documents, scheduling appointments as well as providing and managing the company diary.
- **Client Service Management:** Expert in client relations having successfully resolved customer complaints by identifying problems and taking appropriate corrective action.
- **Operations Management:** Experienced in improving operational system processes and best practices within the company to guarantee the company's well-being and ensuring the smooth running of the day-to-day business.
- **Communication and Interpersonal skills:** Excellent effective verbal communication with people in and outside the organization while maintaining good and professional working relations.
- **ICT Competency:** Proficient in windows environment, competent in Microsoft Office Application suite, database management and knowledge in navigating the internet and emails.

## **WORK HISTORY**

### **Administrative Assistant – Office of the Director, Centre for Open distance and e-learning (Machakos University); 2021 January to date**

#### **Duties and Responsibilities**

- Participate in continuous management of the Department's events calendar for proper planning, coordination and organization in execution of activities.
- Offer regular correspondences to internally and externally raised enquiries to facilitate information flow and maintenance of relations.
- Participate in regular preparation activities for departmental meetings such as dissemination of notices, agenda and planning of venues so as to ensure smooth running of meetings.
- Participate in taking minutes for regular departmental meetings for proper recording of deliberations used in decision making.
- Preparing monthly, quarterly and annual reports to the Director-ODEL.
- Participate in drafting concept papers on policy issues.
- Ensure security of office furniture and materials.
- Perform regularly assigned liaison roles with other departments and sections within the university so as to foster synergy of efforts in performing shared responsibilities.
- Receive, engage and offer direction to office visitors on a regular basis so as to ensure good external relations and collaboration in execution of various activities.
- Participate in the periodic procurement planning for the department's office so as to guide in requisition of necessary office inventory.
- Participate in making logistics plans for occasional roles performed by various staff outside the duty station.
- Participate in departmental budget making process.

### **Administrative Assistant – Office of the Dean, School of Engineering & Technology (Machakos University); March 2017 to January 2021**

#### **Duties and Responsibilities**

- Provide administrative support for the Office.
- Scheduling appointments and meetings.
- Arrangement for travel logistics.
- Preparing and proof reading correspondences and reports.
- Write briefs for the dean S.E.T.
- Assist in the organization of departmental events including events materials as directed.
- Assist in the collection of credentials towards award of scholarships and grants.
- Prepare caption results that will be discussed in the UBE and Dean's committee.
- Process recommendations for admissions of students.
- Prepare draft agenda and minutes.
- Research, compile and present write ups for decision making.
- Recommend and follow up procurement of equipment and supplies.
- Maintain inventory of departmental assets.
- Arrange for repair and maintenance of departmental assets.

### **Sales Representative**

#### **Tusis Kenya Ltd; 2014 Jan -2017 March**

#### **Duties and Responsibilities**

- Marketing Petroleum product products that Company Offered.
- Selling products to customers.
- Performing cost benefit analyses of existing potential customers.
- Maintaining positive business relationships to ensure future sales.
- Achieve agreed upon sales targets and outcomes within schedules.
- Supply Management with reports on customer's needs.

**Supervisor of Team 17 Coastal Region; at a Project named Kenya AIDS Indicator Survey2 (KAISA)  
Kenya National Bureau of Statics; 2012 Aug-2013 June**

**Duties and Responsibilities**

- In charge of 3 Interviews, 2 Lab Technicians, 1 HBTC and Driver;
- Monitored Interviewer Performance with an aim of Improving and maintaining the quality of Data Collected.
- Monitored activities that include completion of Assigned Work Load.
- Make sure all Data Collected through Net Book and collected any problem.
- Was also responsible of Well-being and Safety of Team Members.
- Transferred Data collected cumulatively to the main Server.

**OTHER ENGAGEMENTS**

- **National Census enumerator-Mukuru kwa njenga-** Kenya National Bureau of Statistics;14<sup>th</sup>-25<sup>th</sup> August 2009.
- **Master presiding Officer- Lavington Primary School-** Interim Independent Electoral Commission (IIEC); 2010 June-2010 Aug.
- **Clerical Officer– Lavington Primary School-** Interim Independent Electoral Commission (IIEC); 2010.
- **Honorary Secretary-** Machakos University Sacco Ltd; 2017 July- 2020 May.

**COURSES AND WORKSHOPS ATTENDED**

- Job analysis; 21<sup>st</sup> -22<sup>nd</sup> March 2017.
- Customer care training; 9<sup>th</sup> -10<sup>th</sup> January, 2018.
- Implementation of information security management system (ISMS) ISO 27001: 2013 (ISMS) 28<sup>th</sup>-31<sup>st</sup> August, 2018.
- Records management training- 1<sup>st</sup> -2<sup>nd</sup> November, 2018.
- Customer care training; 15<sup>th</sup> -16<sup>th</sup> November, 2018.
- Training of process owners on Implementation of information security management system ISO 27001: 2013 (ISMS) 19<sup>th</sup>-20<sup>th</sup> June, 2019.
- Risk Management- 30<sup>th</sup> – 31<sup>st</sup> July 2019.

**REFEREES**

**Dr. George Waswa (BCE)**

Chairman, building and civil Engineering  
Machakos University  
P.O Box 136-90100, Machakos  
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**Dr. Charles Mwaniki (Former supervisor)**

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**Dr. Peter Kibet Koech (Supervisor)**

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