



EDNA ADHIAMBO OUKO, MA.

ADMINISTRATOR

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PROFESSIONAL EXPERIENCE

March 2022 – Present

Project Administrator | Consultancy | Hybrid.

Competent administrator who provides administrative functions, maintain high office standards and professional working environment hence ensuring sustainable growth of the company.

- Contracted to coordinate 3 offices by ensuring activities and operations are compliant to the company policies.
- Supervised and assigned 15 administrative staffs responsibilities to ensure that required performance is met within timelines.
- Facilitated agendas, arranged and coordinated appointments for the project teams according to the required timelines.
- Coordinated phone calls and correspondence including mails, letters and office packages as they unfold.
- Support the office budgeting, bookkeeping and procedures as per the operation plans.
- Created and updated company's records and database that included personnel, financial and project specific data.
- Track stocks of office supplies and place orders when required, introduced a tool to control the inventory and reduced stock losses from 80% to 25%.
- Prepared and submitted periodic reports, presentations and developed proposals and strategies to improve client's consumption of our goods and services improving customer satisfaction ratings by 76%.
- Improved and implemented office policies/procedures that increased operational efficiency by 94% to enable a competent and transparent work environment.
- Participates in events, sales workshops, sales seminars, and trade shows on behalf of the company to increase visibility.
- Cooperate with other departments in order to meet the key performance indicators.
- Assist colleagues when necessary.

January 2020 – February 2022

Program Officer | TB-Reach program | Kisumu, Kenya.

- Provided leadership and management aspects of the programme cycle able to reach 20,000 people by end of project.
- Worked in close liaison with implementing 8 partner programs and other stakeholders.
- Coordinated the programme budget worth KSH 40,00000 in close collaboration with the Head of Programmes and Head of Finance.
- Compiled periodic programme reports, strategies, training materials, guides and manuals as required.
- Directed communication between program and its stakeholders, conducted 4 periodic survey to gauge the project performance

PROFILE

An adept and highly skilled Administrator with a positive attitude, strong work ethic and over 8 years' skills sets, experience in management of people and resources. A detailed oriented individual with proficiency in building relationship, planning, making critical decisions, negotiating and coordinating teams and coordinate all daily administrative activities within stipulated timelines.

SKILLS

- Change management
- Strategy development
- Database /Office management software
- KPI setting & attainment
- Talent development
- Team management and collaborations
- Report writing, Microsoft & google suite.
- Good communication (verbal/ written)
- Customer service and relations
- Budgeting & forecasting
- Time and resources management
- Stakeholders engagement.

EDUCATION

- Digitize Her Biz Program, 2022
- Masters of Arts in Project planning and Management.
University of Nairobi, 2016.
- Bachelors of Arts in Development Studies.
Bugema University, 2009.

LANGUAGES

- English - Expert level
- Swahili - Expert level
- French - Basic level

ACHIEVEMENTS

- Successfully managed Project a total of 8 Project offices in areas of social, health, entrepreneur and education projects.
- led and managed 28 field officers and 34 facilities in a coverage area of 250 km radius
- Successfully completed 3 out of the 5 short term projects within 6 months
- Wrote over 20 proposals out of the 12 are fully funded and operational.
- Coordinated 120 outreach screening camps, identified 101 new hard to access cases, trained and empowered 19 women/youth groups with entrepreneurship skills
- Organized a professional consultant team of 20 to develop a Women empowerment training curriculum.
- Diverse marketing and delivery strategies of voucher and clients' registration hence improving sales and accessibility to health services.
- Developed strategies and tools that increased service delivery from 100 to 700 new beneficiaries per month.
- Budgeted and managed project budgets between of up to Kshs 80,000,000.

HOBBIES

- Chess
- Reading
- Hiking
- Camping
- Listening to Music

- Ensured integration of core technical areas – 30 Outreaches, Social Inclusion, 4 Review meetings and 18 Women group trainings and improve technical skills and competencies among team members. entrepreneur
- In conjunction with the M&E Coordinator, assessed 20,000 Beneficiaries through monitoring, technical training and their capacity building needs.
- Represented the program at relevant events and partner platforms.
- Ensured systems are in place to meet programme management standards & comply with donor regulations and good practice.
- In- charge of site visits to assess program implementation on areas needing improvement, and technical assistance.
- Collaborated with key stakeholders to provide guidance and support for achieving program objectives.

January 2017– December 2019

Project Administrator | Consultancy | Hybrid.

- Contracted to coordinate 5 offices through provision of administrative functions and organizing their resources.
- Supervised 3 events, 5 sales workshops, 6 sales seminars, and 2 trade shows.
- Cooperate with other departments in order to meet organizations key performance indicators.
- Plan, prepare, coordinate project activities by delegation, monitoring, reviewing and compiling periodic reports.
- Develop proposals and strategies to the assigned companies.

March 2010– December 2014

Project Manager | PriceWaterhousecoopers Limited | Advisory (RH-OBA program),

- Oversaw all project activities within the coverage area.
- Created and maintained comprehensive project documentation, plans and reports (weekly, monthly, quarterly & annual)
- Ensured standards and requirements are met through quality assurance tools and tests.
- established and ensured contracts /agreements are managed in accordance with projects terms of reference.
- Developed and maintained a stakeholder engagement plan with the community members, government offices, project sponsors, partners and project teams.
- Mobilized 250,000 target population through direct engagement and training of field officers and the health facilities personnel's
- Collaborated with 20 stakeholders to map, identify and recruited project beneficiaries.
- Scheduled and facilitated quarterly meetings to discuss deliverables, schedule and conflict resolution.
- Conducted periodic 4 surveys to gauge the project feedback.
- Facilitated quarterly meetings, trainings, events and workshops on our services and products based on drive demand.
- Supported the monitoring and evaluation department through quarterly monitoring, data collection and evaluation coordination.
- Represented organization in key events and meetings.