

CURRICULUM VITAE

FRIDA W. KARANI

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PROFESSIONAL QUALIFICATIONS

Kenya Methodist University (2010 – 2013)
MBA Strategic Management

Catholic University of Eastern Africa (2003 – 2005)
Bachelors Degree in Social Sciences
2nd Class honours Upper division

Government Training Institute (2001 – 2002)
Diploma in Social work
Upper Credit

ADDITIONAL PROFESSIONAL QUALIFICATIONS

Nkabune Technical Training Institute
Internal auditing and ISO 9001:2008 QMS

Catholic University of Eastern Africa
Towards a just economic order.

Catholic University of Eastern Africa
Leadership skills

Faulu Kenya
Organizational restructuring and Change management
The Micro-finance bill, its importance and impact on economy
Transformation from Micro Finance Institution to Micro finance Deposit-taking Institution

Tear fund Kenya
Project Cycle management

PERSONAL GOALS

Academic goal: To complete my Ph. D. In Management Studies by December 2017

Professional growth: To be a revered professor in strategic organisational development and management.

To be an esteemed contributor in community service and in educational and business boards.

Research goals: To write and publish atleast two academic papers in revered journals of management/entrepreneurship/social sciences by September 2014 in the following areas:

- Mainstreaming strategic contribution of part time teachers in universities.
- Strategic management practice in social and non profit practice.
- Entrepreneurship and higher education for the contemporary African university student.

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PROFESSIONAL PRACTICE

EMBU UNIVERSITY COLLEGE (SEPTEMBER 2012 – CURRENT)

Coordinator – Student Affairs
Lecturer _ School Of Education and Social Sciences
Secretary – National Cohesion and Integration
HELB - Liaison Officer
Auditor - Internal Quality Management System
Trainer – ISO Certification and Internal Quality Management System
Presiding Officer – EUCSA Elections
Member – Service Charter Committee
Member – University Charter Award
Member – EUCSA Electoral Commission
Member – Marketing and Publicity Committee
Member – Students Disciplinary Committee

MOUNT KENYA UNIVERSITY (2012 – AUGUST 2014)

Head – School of Business and Economics / Ag. Head – School of Social Sciences June 2013 - Current

Areas under my jurisdiction:

- Workload allocation
- Projects supervision
- Industrial attachment
- Students academic advisory
- Mentorship of students and staff
- Marking of exams and processing of results
- Examination setting and moderation
- Lectures monitoring
- Academic trips
- Online learner support and monitoring

Deputy Coordinator – Business Department

Coordinator - Industrial Attachment

Academic Subject Head – Early Childhood Studies

Assistant lecturer – School of Business (Department of Management)
School of Social Sciences (Dept of Development Studies)
Department of Early Childhood Studies (Community Option)

Memberships

- Post graduate committee
- Research and development committee
- Academic affairs steering committee
- QMS audit team
- Departmental Academic Board
- School Academic Board
- University Examinations Board

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- Patron – Seventh Day Adventist Students Movement

Projects supervision

- 16 bachelors and 6 diploma students – 2013/2014
- 5 bachelors and 12 diploma students – 2012/2013

KENYA METHODIST UNIVERSITY, NKABUNE AND MERU TECHNICAL TRAINING INSTITUTE AS A PART-TIME LECTURER IN SOCIAL WORK/COMMUNITY DEVELOPMENT, BUSINESS AND MANAGEMENT [2010 - 2012]

Main purpose of the job: To carry out research, teaching and administration within the Department, especially in the area of social work, community development and business management.

- To assess students' work according and to provide comments and feedback to help them improve.
- To assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance.
- To encourage good patterns of work and encourage students to become more independent learners.
- To give advice and guidance about choice of courses and course registration, in relation to students' personal and professional development.
- To keep a record of each student's progress.
- To participate in and supervise students during out of class sessions, such as games and being on duty, if required.
- To participate in the development, administration and marking of exams and other assessments.
- To give students information about the support services offered.
- To attend and participate in any academic staff meetings, course-debrief sessions and students' orientation.
- To be responsible for conducting lectures, in person or electronically (depending on course requirement).
- To contribute to the development, planning and implementation of a high quality curriculum.
- To obtain industrial attachment support and to engage with the industries.
- To participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.

FANAKA PATHWAYS AS A PRIVATE CONSULTANT, [COMMUNITY OUTREACH AND SOCIAL WORK]

- Providing objective advice, expertise and specialist skills with the aim of creating value, maximizing growth or improving the business performance of their clients.
- Identifying issues and forming hypotheses through seminars, workshops and focused group discussions and communal participation.
- Carrying out research and formulating recommendations/solutions.
- Running focus groups and facilitating workshops.
- Preparing business proposals/presentations.
- Ensuring the client receives the assistance needed to implement the recommendations/solutions.
- Develop materials used for training.
- Teaching: cultivating learning among the individuals and the groups, including the technical skills as well as the experiential aspects of courses.
- Preparing evaluative research reports for organization

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PLAN INTERNATIONAL – GACHOKA – MASINGA PROGRAM UNIT.

As a Trainee Project Officer I carried out the following duties:

- Participatory identification of community needs & resources
- Fundraising and proposal writing for community development projects
- Lobbying and advocacy work
- Carried out a research on socio-economic factors explaining underdevelopment
- Organizing capacity building & mobilization workshops for community, development partners & staff.
- Facilitating child to child learning and peer education
- Collection, documentation & dissemination of weekly, monthly and quarterly reports on community program progress and evaluation to partners and head office.

FAULU KENYA (2005 - 2007) AS A DEVELOPMENT FINANCE OFFICER.

Customer care

- Ensure portfolio growth & management.
- Dealing with clients directly and responding to their inquiries promptly and accurately regarding products, services and procedures.
- Providing proper product and service information or otherwise refer clients to my seniors where need be.
- Accurate and timely follow ups with existing and potential clients to ensure high level of satisfaction and determine their future requirements.
- Handling customer complaints associated with services and product related issues.
- Facilitating collection of competitive information to monitor business opportunities and trends.

Portfolio management functions

- Ensuring adequate appraisal of loan operations
- Facilitating client education
- Default management.
- Group formation & management
- Ensuring comprehensive client and business assessments
- Outreach & recruitment
- Spearheading and facilitating Company's social corporate responsibility.

Sales and marketing functions

- Scheduling new and existing clients meetings to review performance, satisfaction and opportunities.
- Designing presentations of loan products and services on site with clients.
- Liaising between the company and clients for up to date conditions on pricing, services, new products and dynamic customer needs.
- Maintaining professionalism, diplomacy, sensitivity and tact to portray the company in a positive manner.
- Performing updates and maintenance of customers' profile information.
- Ensuring follow ups after passing leads to customers and manager with complete profile customer information and calls to action.
- Undertaking market research to identify target clients, what they need and relate it to company objectives.

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Trainee manager functions

- Day to day decision making and problem solving of Mwea sub-hub activities
- Supervising and operating office cash and budgetary responsibilities efficiently.
- Assisting branch manager in achievement and strategic direction of growth goals.
- Informing manager of employee issues/concerns and contributing solutions to their resolution.
- Thinking of marketing strategies that would increase brand value and maximize company visibility and sales.
- Inspect quality of loan applications and processes.
- Ensuring proper stock records and levels are maintained.
- Following managerial instructions and giving attention to details.
- Managing appearance of the office with respect to company priorities and customer service guidelines.

ANGLICAN CHURCH OF KENYA [CCS] (2007 - 2010). AS AN INTEGRATED DEVELOPMENT PROGRAMMES OFFICER, reporting to the Executive Director and a member of the Regional Rural Micro Finance Management Board and CCS management team.

Specific duties

Strategic Planning

- Spearheading the integration of rural activities into the organizational strategic plan
- Managing, mentoring and motivating community programmes staff
- Fostering and building strategic partnerships and collaborations for the community programmes

Human Resource

- Building community programmes staff capacity through refresher trainings and knowledge transfer on new developments.
- Advising management on the need for recruiting new staff

Communication and Coordination

- Representing the organization and the community programmes in meetings and forums.
- Coordinating with partners to ensure community programmes effectiveness.
- Facilitating the preparation and submission of community programmes reports.
- Overseeing the creation of public awareness of the community programmes activities
- Ensuring consistency and quality in documentation in the community programmes
- Competitive identification of suitable training service delivery systems such as consultant facilitators.

Development and Growth

- Identifying new opportunities for the community programmes
- Vetting community programmes and project proposals from community based organizations and other departments in preparation for financing by key partners.
- Participating in and facilitating development and review of new product lines, proposals, policy matters and training materials.
- Community mobilization and motivation for collective action
- Research, development and dissemination of training materials.
- Identifying special training and operational needs for special groups and integrating them into main community programmes.

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SPECIAL HIGHLIGHTS

1. Best performing department (out of 32) in QMS implementation April 2014 KEBS audit
2. Best performing department (out of 32) in QMS implementation at 92% – February 2014 audit
3. Best performing department (out of 32) in QMS implementation at 98% – December 2013 audit
4. Currently running a school with over 1500 students and ten full time members of staff
5. Graduated 200 undergraduate and 16 post graduate students – December 2013
6. Impacted over 200 young people to in Igembe to pursue higher education.
7. Spearheaded the start up of Faulu’s Mwea office, opened up the portfolio and appointed to oversee operations
8. Acting Branch Manager in Faulu Kenya
9. **Chairperson** – Association of Staff Welfare – Embu
10. Achievement of company’s key measurable performance indicators and targets:
11. USAID Parliamentary Service Programme nominee and awardee.
12. **Secretary** : Social welfare Committee 2003 – 2005 Catholic University of Eastern Africa
13. **Coordinator**: Cultural Festival 2004 Catholic University of Eastern Africa

PERSONAL PROFILE

ADDITIONAL SKILLS

- Computer literacy – MS office
- Driving
- Adult training and education
- Report & proposal writing
- Coaching and mentoring
- Eloquence
- Research skills
- Administrative/organisational skills
- Events organization

STRENGTHS

- Ability to work as a team & as an individual
- Aptitude to work under pressure & long hours.
- Impact marketing
- Ability to learn and grasp concepts fast and share knowledge.
- Aptitude to seek and offer solutions to problems.

PERSONAL VALUES

- Commitment to holistic development
- Integrity
- Fairness
- Reliability & swiftness

PERSONAL QUALITIES

- Patient
- Flexible
- Accountable
- Social
- Passion for results

RESEARCH TO BE PUBLISHED

- LEVERAGING ADOPTION OF E-SOCIALISM STRATEGY BY SMALL FIRMS TO ACHIEVE COMPETITIVE ADVANTAGE IN KENYA.
- FACTORS EXPLAINING UNDERDEVELOPMENT IN MBEERE DISTRICT
- IRRIGATION SETTLEMENT SCHEMES IN CRISIS.

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SPECIAL ASSIGNMENT AND PROJECTS UNDERTAKEN

Secretary (2014 – current) *Anglican Church of Kenya Board of Education – Embu and Teachers Association* **Contact Chairman Mr. Kathii 0722 816 967**

Church council member (2014 – current) *World Harvest Christian Church – Nkubu* **Contact; General Overseer and Founding Bishop – Bishop John Whestern 0721 758 410**

Member (2015) *ACK St. Paul’s Cathedral Strategic Planning Committee* **Contact; Chairman Mr G M Karanja 0722 610 946**

Key speaker (2012). *Career choice and personal development*. School leavers forum. A three day forum organised by Caritas Meru in Igembe North District. **Contact; Social Development Director (Meru), Hon J. M’Eruaki 0722 346 028**

Motivational speaker (2011). *Career development and entrepreneurship: A life Skills Approach*. Young adults forum (Secondary, college and post college). Kionyo Catholic Church. **Contact; Father-Incharge Fr. Daquin 0724 074 217 or Bro. Kinyua 0723 811 854**

Curriculum Developer (2011). *Community Development and Social Work*. Department Of Education and Social Sciences. Kenya Methodist University, Meru. **Contact; HOD Professor Simon Thurania 0724 968 157**

Chief Speaker and Facilitator (2011). *Drug and Substance Abuse: A Life Skills Approach* – Students’ Body of Meru University College of Science and Technology, Tigania. **Contact; Mrs Lydia Dean 0727 954 048 or Prof. Gitonga 0722 380 602**

Key Speaker (2011). *Life Skills* – Students’ Body of Meru Technical Training Institute. **Contact Deputy Dean of Students Mrs. Kanyata 0722 586 172**

Associate trainer (2011) *Leadership, Grievance Handling and Conflict Resolution* – Students’ Leaders’ Council Of Meru Technical Training Institute. **Contact Dean of Students, Mr. John Karagara 0722 812 643**

Key Facilitator and Speaker (2011). *HIV/AIDS And Behaviour Change Communication* - Inter-College BCC Assembly Held At Meru Technical Training Institute Attended By All Colleges And Universities In Meru. **Contact HOD Guidance and Counseling, Mrs. Wahome Kimemia 0721 607 278**

Consultant Researcher (2011). *Factors Influencing Management of Learning Institutions* – A Paper of the Kenya Methodist University. **Contact Lead Researcher, Beth Makau 0727 666 365**

Associate Trainer (2010). Trained Staff and community Leaders On *Gender Based Violence* – A Three Day Seminar Organized By **NPI Africa. Contact Lead trainer, Mr. Kenn Odongo 0722 256 536**

Curriculum Developer (2009) Developed Training Manual On *Credit Administration* For Anglican Church Of Kenya/CCS. **Contact Deputy Programmes Director, Charles Macharia 0202060565**

REFEREES

CURRICULUM VITAE

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2. EVANS OMWANGO
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DEPUTY DIRECTOR - QUALITY ASSURANCE
MOUNT KENYA UNIVERSITY
TEL: 0721 758 410

I, Frida Karani, do earnestly and sincerely declare that the particulars set out herein are true and correct as at 11th MARCH 2015