

CYNTHIA ATAMBA

CELL: +254(0)707 115 492 CELL: +254 (0) 722 817 157

E-mail: atcynthia@gmail.com

BIO DATA	<ul style="list-style-type: none"> ▪ Date of Birth: 26 January 1985 ▪ Nationality: Kenyan ▪ Gender: Female ▪ Marital Status: Married ▪ Religion: Christian
EDUCATION	
2016 to Date	<ul style="list-style-type: none"> ▪ Doctorate in Business Administration, University of Science and Technology of China. ▪ Ph.D Thesis: Moderating effect of awe of work stressors. ▪ Supervisor: Prof. Qingxiong (Derek) Weng
2011 to 2013	<ul style="list-style-type: none"> ▪ Master in Business Administration (Strategic Management), University of Nairobi.
2004 to 2008	<ul style="list-style-type: none"> ▪ Bachelor of Arts (Communication major and Economics Minor), University of Nairobi.
MEMBERSHIP	
2015 to Date	Associate Member, Kenya Institute of Supplies Management (KISM)
WORKING EXPERIENCE	
Sept 2015-Date	<i>Ph.D. Student,</i> University of Science and Technology of China
	Reporting to the Ph.D. Supervisor, Prof. Qingxiong (Derek) Weng
	Publications: <ol style="list-style-type: none"> 1. Restorative effects of awe on negative affect after receiving negative performance feedback, DOI: 10.1080/14330237.2019.1594640. 2. The interactive effect of perceived abusive supervisory behavior, dispositional awe and creative self-efficacy on Chinese employee creativity, DOI: 10.3389/fsoc.2020.00051. 3. When do low-power customers complain? The joint effects of chronic sense of personal power and complaint success on complaining intentions, 10.1002/cb.1859.
May 2015-Date	<i>Procurement Officer-Supervisor,</i> Numerical Machining Complex
	Reporting to the Ag. Procurement Manager, my role is to:
	<ul style="list-style-type: none"> ▪ Preparation of annual procurement plans for the management in consultation with user departments and monitor its implementation. ▪ Maintaining and annually updating lists of registered/prequalified tenderers. ▪ Maintaining and archiving of procurement and disposal records and documents in accordance with Act. ▪ Preparation of contract documents in line with the award decision. ▪ Participate in design, reviews and oversee the implementation of procurement policies and procedures. ▪ Liaise with relevant user departments in procurement process of goods and services. ▪ Ensure that purchased goods meet quality standards and specifications.
July 2013-May 2015	<i>Assistant Corporate Affairs Officer,</i> Numerical Machining Complex
	Reporting to the Corporate Affairs Officer , my role was to:
	Administration
	<ul style="list-style-type: none"> ▪ Plan, organize, and direct the work of the section to meet objectives with the most efficient

	<p>use of facilities and equipment including vehicles;</p> <ul style="list-style-type: none"> ▪ Plan and organize for transfer of NTSA staff, partners, visitors, and commodities from one point to another i.e. event planning; ▪ Ensure compliance to Administrative policies and procedures, safety rules, and government regulations; ▪ Prepare and direct supervisee training programs e.g. customer satisfaction training and training of preference groups. ▪ Manage, develop, mentor and coach the team and raise their performance. <p>Business Development</p> <ul style="list-style-type: none"> ▪ Representing the organization at the Mombasa International Show and Nairobi International Show in order to promote NMC to Kenya and beyond. ▪ Designing and publishing the first ever NMC Newsletter named “Steel Minds” ▪ Interact with the management, external resources such as agencies to provide strategic counsel to key executive spokespeople on relevant PR activities and programs. ▪ Overseeing and redesigning all marketing materials e.g. brochures, pamphlets and fliers. ▪ Carrying out surveys e.g. customer satisfaction surveys. ▪ Writing reports and maintaining documentation. ▪ Planning and Organizing Corporate Social Responsibility (CSR) activities. ▪ Maintaining and updating digital media e.g. Facebook, Twitter, Blog, YouTube and Website. <p>Stakeholder Management</p> <ul style="list-style-type: none"> ▪ Management of relationships with stakeholders. <p>Performance Contracting</p> <ul style="list-style-type: none"> ▪ Representing the organization during performance contract; briefing, negotiations and evaluations. <p>Strategy Management</p> <ul style="list-style-type: none"> ▪ Secretariat of NMC’s (2014-2018) Corporate Strategy steering committee. ▪ Deputy Chair in the Publicity Committee- Africa Industrialization Day and Kenya Industrialization Week.
Nov 2009- June 2013	<i>Assistant Administration and Finance Officer,</i> Turnkey Africa Ltd
	Reporting to the Finance and Administration Manager, I was responsible for:
	<ul style="list-style-type: none"> ▪ Provide effective and efficient administrative requirements at Turnkey Africa Ltd offices including cleanliness, facilities management, stationery and other administration inventory management as well as provision of relevant staff welfare services ; ▪ Plan, organize, and direct the work of the section to meet objectives with the most efficient use of facilities and equipment including vehicles; ▪ Plan and organize for transfer of Turnkey Africa Ltd staff, partners, visitors, and commodities from one point to another in line with organizational policies and procedures; ▪ Monitor fleet operations to ensure compliance to Turnkey Africa Ltd Administrative policies and procedures, safety rules, and government regulations; ▪ Submit regular reports to the Finance and Administration Manager including break downs, accidents, fuel usage, vehicle running cost, vehicle usage and driver performance; ▪ Implement a preventive maintenance program to minimize cost and maximize use of Assets; ▪ Prepare and direct supervisee training programs; ▪ Ensure all vehicles are insured;

Aug 2008-Dec 2008	Assistant Sales and Marketing Officer , Lap desk Kenya Ltd			
	Reporting to the Sales and Marketing Manager-Kenya I was responsible for:			
	<ul style="list-style-type: none"> ▪ Assisting in customizing and packaging information and data into compelling stories aligned to the need of the Ministry of Education, the donors, the schools and the producers of Lapdesks in Kenya. ▪ Supporting the Lapdesk –Sales and Marketing manager in developing and disseminating regular Lapdesk publications on topics of donor funding and education in Kenya. ▪ Supporting other units, Sales and Marketing in South Africa, to periodically populate information into the Lapdesk International website. ▪ Conducting research on the number of schools in Kenya, the number of students, the resources available to each student by visiting schools and school representatives, on the internet to support teams as needed. ▪ Conducting training activities for the all Lap desk users in Nairobi and out of Nairobi. ▪ Preparing proposals and other documents as requested by donors. ▪ Promotion of knowledge-sharing in the organization and facilitating seamless exchange of information with both internal and external parties 			
Aug 2005-April 2007	Guest Relations Officer , Lola Kenya Screen Film Festival			
	Reporting to the Managing Trustee-Kenya I was responsible for:			
	<ul style="list-style-type: none"> ▪ Applied restrictive methods in identifying the needs of over fifteen children and their family during the festival within the context of cultural preferences and principles. ▪ Welcomed and escorted all guests and introduced to make sure they are comfortable in the country. ▪ Handled all inquiries related to venue’s product offerings, and ensured positive and memorable guest experience. ▪ Received and handled guests' complaints and coordinated with the Managing Trustee to resolve issues. ▪ Maintained positive relations with other staff and departments. ▪ 			
	Hobbies and Interests:			
	<ul style="list-style-type: none"> ▪ Deputy Editor-in-Chief and Editor-in-Chief of ‘The Student Economist’ – An annual production by the Economic student of The University of Nairobi in 2007 and 2008 respectively. I developed and disseminated regular publications on topics of interest to the Economic Students Fraternity. ▪ Regular contribution to blogs, newsletters and magazines e.g. NMC blog and NMC newsletter. ▪ Active member of The Kenya Girl Guide Association ▪ Volunteer at SOS Children’s Village in Buru Buru- I read poems, stories and encourage the children to explore their creative side every Saturday from 11:00 am. ▪ Volunteer at Lola Kenya Screen Film Festival- I was a Guest Relations at the festivals that aims to promote Arts and Creativity among the children and youth in Kenya. 			
LANGUAGES		READ	WRITE	SPEAK
	<i>English</i>	Excellent	Excellent	Excellent
	<i>Swahili</i>	Excellent	Excellent	Excellent
	<i>Mandarin</i>	Basic	Basic	Basic
COMPUTER SKILLS	<ul style="list-style-type: none"> ▪ MS Word, Excel, PowerPoint, Oracle and Java based system manipulation, ▪ Spreadsheets – Good at analyzing spreadsheets and databases to extract information 			

	<ul style="list-style-type: none"> ▪ TurnQuest Financial Management System and Human Resource Management systems ▪ Use of AGILE and Contour in collecting information. ▪ Conversant with the use of social media- Facebook, Twitter, Bogs and Websites. 	
REFEREES	Feel free to contact the people listed below with regards to my professional qualification;	
Prof. Qingxiong (Derek) Weng Ph.D Supervisor, University of Science and Technology of China	Walter Nyamongo Ag. Procurement Manager Numerical Machining Complex Ltd.	Susan Mungai Corporate Affairs Officer Numerical Machining Complex Ltd.