

JOHN MWANGI

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Administrative Officer

Over 5 Years of Experience

Organized and resourceful Administrative Officer with over 5 years of experience providing operational, logistical, and administrative support in NGO environments. Dedicated to improving internal systems, supporting program delivery, and ensuring efficient day-to-day operations. Passionate about strengthening organizational performance and enabling field teams to focus on community impact.

Skills

Office administration and logistics
HR and staff coordination support
Fleet and travel coordination
Budget and petty cash handling
Vendor and service contract management

Procurement and asset management
Records and document management
Facility and inventory management
Event and meeting coordination

Work Experience

Admin Officer – Care International, Nairobi | 2018 – Present

- Managed daily office operations, including logistics, supplies, and facilities for over **40 staff members**.
- Coordinated procurement of goods and services worth **KSh 10 million annually**, ensuring transparency and cost efficiency.
- Oversaw fleet management, scheduling vehicles for field visits, and reducing downtime by 25%.
- Supported recruitment and onboarding processes, including scheduling interviews and preparing orientation materials.

Project Manager- Red Cross Society, Nyeri | 2014 – 2018

- MProvided administrative and logistical support to program teams implementing education and health projects in five counties.
- Managed office supplies, petty cash, and vendor payments, ensuring timely disbursement and accurate reconciliation.
- Assisted in maintaining HR files and leave records for over 60 staff members.

- Supported the preparation of travel logistics for field teams, including booking accommodation and transport.

Education

- Kenyatta University

Bachelor of Business Administration (BBA – Management Option) – 2015

Licenses & Certifications

- Certificate in NGO Office Administration – Kenya Institute of Management (KIM), 2021
- Certificate in Procurement and Logistics – 2022

References

Available upon request.