

Rita Mwari *Njagi*

Close to two years of hands-on HR work at KETRACO and LAPFUND — recruitment, onboarding, appraisals, and the records that hold an HR office together.

Open to HR roles and internships, and virtual assistant work — remote, or on-site in Nairobi.

ABOUT

I'm a Human Resource Specialist studying for a Bachelor of Commerce at The Co-operative University of Kenya, where I earned my Diploma in Human Resource Management.

My work so far has been the practical side of HR: preparing shortlists and interview schedules, keeping candidates informed, putting together induction programmes for new starters, scoring appraisals, and looking after personnel files — accurately and in confidence.

I'm now training as a virtual assistant with ALX. It turns out much of HR already is that work — keeping a calendar honest, answering people promptly, and knowing exactly where every document lives — so I'm taking it to founders and remote teams.

EXPERIENCE

Oct 2024 – Oct 2025

Intern, Human Resources

Kenya Electricity Transmission Company (KETRACO)

Returned to KETRACO after my attachment earlier that year.

- Supported recruitment from shortlisting through to interviews: prepared interview materials, organised schedules, communicated with candidates and kept recruitment trackers and files up to date.
- Prepared induction schedules and coordinated orientation for new hires, interns and attachés.
- Supported performance appraisals and the logistics of staff training.
- Drafted HR correspondence, memos and internal communication.
- Managed physical and digital personnel files.
- Helped sensitise staff on the company's HR policies.
- Prepared Pay Change Advice for payroll.

May – Jul 2024

Attachée, Records

Local Authorities Provident Fund (LAPFUND)

- Filed and retrieved physical and electronic records in line with LAPFUND's records management procedures.
- Kept the document registry and tracking systems current.
- Scanned and indexed documents for the digitisation effort.
- Maintained the confidentiality and classification of member and pension files.
- Took part in records audits and disposal under supervision, alongside data entry and archiving.

Jan – Apr 2024

Attachée, Human Resources

Kenya Electricity Transmission Company (KETRACO)

- Computed staff performance appraisal scores and reported on them in Microsoft Excel.
- Coordinated induction for attachés and interns and received their documentation for record keeping.
- Processed attachment letters, induction programmes and recommendation letters.
- Helped update the annual appraisal process and guidelines.

VIRTUAL ASSISTANCE

What I'd do for a founder or a remote team — and where I've already done it.

01 Calendars & scheduling

Organised interview schedules and induction timetables for new hires, interns and attachés at KETRACO.

02 Inbox & communication

Kept candidates informed through recruitment, and drafted HR correspondence, memos and internal communication.

03 Documents & data

Managed physical and digital personnel files; scanned, indexed and entered records for LAPFUND's digitisation.

04 Tracking & reporting

Maintained recruitment trackers and computed appraisal scores, reporting on both in Microsoft Excel.

05 Coordination

Coordinated orientation programmes and training logistics from first invitation to the day itself.

06 Discretion

Handled pension, payroll and personnel records where confidentiality wasn't optional.

TOOLS

In my work: Microsoft Excel.

Through the ALX Virtual Assistant programme: Google Workspace, Asana, Trello, Canva, and AI assistants such as ChatGPT and Gemini — alongside calendar and inbox management, travel and meeting coordination, and project tracking.

EDUCATION

2025 – 2027

Bachelor of Commerce

The Co-operative University of Kenya, Karen In progress

2026

Virtual Assistant Programme

ALX In progress

2022 – 2024

Diploma in Human Resource Management

The Co-operative University of Kenya, Karen

2022

Kenya Certificate of Secondary Education

Chogoria Girls' High School

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