



Profile

Vast experience in strategic decision making and leadership. Certified Public Secretary and a member of the Institute of Certified Public Secretaries of Kenya (ICS). Excellent organizational and management skills. Proficient with engaging with people from multicultural levels and backgrounds.

Education

May 2006 – 2008:

Catholic University of Eastern Africa;
Bachelor of Commerce in Finance

October 2005 – 2006:

Kenya Institute of Management;
Diploma in Project Management

January 1998 – December 1998:

Strathmore College;
CPS Parts Three

January 1996 – December 1996:

Vision Institute;
CPS Parts One and Two

January 1988 – 1989:

Mbooni Girl's Secondary School
Kenya Advanced Certificate of Education

January 1984 – 1987:

Mbooni Girl's Secondary School
Kenya Certificate of Education

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Virginia Ndunge Muasa

Career Summary

As a committed and reliable Certified Public Secretary and a member of the Institute of Certified Public Secretaries of Kenya (ICS), I am adaptable with a knack for handling all company secretarial and corporate governance matters with utmost professionalism. I am proficient with engaging with people from multicultural levels and backgrounds as I endeavor to ensure the needs and interests of clients are always catered for.

Some of the roles that I have handled include; organizing the board and board committees' meetings, distributing information to members including the notice for the AGM, attending meetings, taking minutes, maintaining statutory registers, filling Statutory Returns with the Registrar of Companies, coordinating the publication and distribution of the company's annual report and accounts and interim statements, communicating with the shareholders and facilitating the training of proper induction of directors into their role. Most notably, I am capable of facilitating accreditation and approval of programs that translates to increasing revenue. I endeavor to apply my skills and expertise in secretarial operations as I contribute to bringing additional revenue to the organization.

Work Experience

July 2019 – Present: CEO/Founder / Company Secretary

- Ensured that the clients' companies complied with the Companies Act, its Memorandum and Articles of Association.
- Organized the board and board committee's meetings which involved preparing the Agenda, sent out notices for board meetings, distributed information required for the meetings, took minutes and maintained minute books.
- Facilitated the organization of The Annual General Meetings (AGM) as provided for under the Companies Act and the companies' Articles of Association. This involved distributing information to members including the notice for the AGM, prepared directors for the meeting distributed.
- Maintained statutory registers. The required registers were: The Members register, a register of the company's directors and secretary including their particulars, register showing directors' interests in shares and debentures, a company charges register & a Share and debenture holders register.
- Filled Statutory Returns with the Registrar of Companies. These included annual returns and changes regarding the company i.e. annual returns and the annual report & accounts, amendments to the Memorandum & Articles of Association.
- Handled appointments, removal & resignation of directors and the secretary notices of removal.
- Co-ordinated the publication and distribution of the company's annual report and accounts and interim statements, in particular, when preparing the directors' report.
- Communicated with the shareholders (e.g. through circulars); arranged payment of dividends and interest; issued documentation regarding rights issues and capitalization issues; maintained good general shareholder relations; maintained good relations with institutional shareholders and their investment committees.
- Facilitated the training of proper induction of directors into their role.
- Ensured the safe custody and proper use of any company seals.

Key Skills And Competencies

- **Administration Skills:**
Experienced in managing administrative functions for example handling emails and telephone calls, planning meetings and schedules for the boss, ensuring the smooth running of office operations and ensuring that office equipment is well maintained or handled
- **Project Management:**
Knowledgeable in the ability to design, plan and participate in the implementation and development of project activities by ensuring that all the strategizing and planning involved in the initial start of its implementation is incorporated.
- **Office Management:**
Acquired skills in general office administration duties for example; interacting with clients, ensuring the proper filing of office documents, event organization, managing the company and director's diary, writing minutes and compiling reports.
- **Customer Relations:**
Expert in customer relations having successfully managed client expectations by understanding their needs, meeting them and applying professionalism.
- **Phone Etiquette:**
Well versed with handling calls using the standard telephone etiquette procedure with an aim of understanding the callers request and fulfilling it.
- **Relationship Management:**
Capacity to build trust and rapport with clients, understanding their business and their needs, and is available to their clients at all times.
- **Communication:**
Capable of exercising excellent listening skills to well understand visitors, can speak with confidence and relate well with all around me and can also interact with clients and colleagues in a professional manner.
- **ICT competence:**
Skilled in navigating the MS suite. Proficient in areas such as MS Word, the Internet and the Emails.

July 2013 to 30th June 2019: Head of Company Secretarial Division, Kaplan and Stratton Advocates

- Ensured that the clients' companies complied with the Companies Act, its Memorandum and Articles of Association.
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Key Achievements:

- Triumphed in establishing the company secretarial division in the firm, created the requisite structures, grew the client base tremendously and increased the revenue and profits by good margins.

September 1995 - June 2013: Company Secretarial Trainee, Company Secretarial Assistant, Company Secretarial Manager Emu Registrars C.P.S (K) - a sister firm to MAZARS Kenya

- Successfully grew the client base tremendously and increased the revenue and profits by good margins.
- Prospered in being instrumental in preparing for the listing of one of the clients in the Nairobi Securities Exchange.
- Maintained company's files and updated the Companies Statutory Records.
- Filed Companies Annual Returns and other statutory documents.
- Facilitated Governance Audits and Board Evaluations.
- Made requisite notifications to CMA, NSE and CDSC for listed companies.

July 1994 - December 1994: Company Secretarial Trainee, Specialist Corporate, Certified Public Secretaries(K), Nairobi

- Assisted in coordinating office activities and operations so as to ensure efficiency and compliance to company policies, procedures and regulations.
- Preparation and filing of statutory documents e.g annual returns at the Companies Registry.
- Managed agendas and appointments for the employees with a view of increasing productivity by minimizing movements.
- Facilitated the management of phone calls and correspondence that included e-mail, letters and packages.

- Supported budgeting and bookkeeping procedures and maintained the petty cash as well.
- Submitted timely reports (weekly financial reports) and prepared proposals as assigned.

Achievements:

- Successfully lobbied and made recommendations on performers rights provisions that were included in the amendment of the Copyright Act, 2001 Laws of Kenya in 2012.
- Nominated by the Youth Enterprise Development Fund to set up the Government driven *Take 254 Film Fund Committee*; a funding scheme for the Film industry in Kenya

January 1993 – June 1993:

Assistant Accountant: Pinkertons (K) Ltd- Nairobi

Budgeted and maintained accurate financial records and handled paper work and kept administrative records.

Membership

I am a member of the Institute of Certified Public Secretaries of Kenya (ICS) since 2000 and in good standing. ICPS No.1531.