

# CURRICULUM VITAE

## PERSONAL DATA

**NAME** Josephine Adhiambo Odongo-Mandala

**YEAR OF BIRTH** December, 1973

**ADDRESS** P.O. Box 30197-00100

**TELEPHONE** 0721-296931 (Cell phone)

**EMAIL ADDRESS** [jadhiambo2002@yahoo.com](mailto:jadhiambo2002@yahoo.com)  
[adhiambo@uonbi.ac.ke](mailto:adhiambo@uonbi.ac.ke)

**PROFESSION** Secretary

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**CAREER OBJECTIVE** A successful and challenging career

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## ACADEMIC QUALIFICATION

**September 2014 - December 2017** **University of Nairobi:**  
Bachelor of Arts  
Grade attained: 2nd class Honours (Upper Division)

**May 2010 - September 2011** **University of Nairobi: Extra-Mural**  
Diploma in Public Relations  
Grade attained: Credit

**January to April 2010** **University of Nairobi: Extra-Mural**  
Certificate in Public Relation  
Grade attained: Distinction

**1990 - 1993**

**SECONDARY EDUCATION**  
**Kenya National Examination Council**  
Ngara Girls' High School  
Mean Grade in KCSE: (C-) minus

## **PROFESSIONAL QUALIFICATIONS**

1995 - 1997

**Kenya National Examination Council**  
Certificate Course in Secretarial Studies  
Business English III  
Commerce II  
Secretarial Duties II  
Office Management III  
Typing 50 wpm

November 2009

**Higher Institute of Development Studies**  
**City Guilds Examination (Pitman)**  
Shorthand III 120 wpm

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## **COMPUTER PACKAGES**

November 1997

**Sheer Logic Computer Training Centre**  
Ms Word

June 1999 to July 1999

**Data Tech Systems Training Institute**  
Ms Excel

January to February 2010

**Insight Institute of Professional Studies**  
Microsoft Access  
PowerPoint

June to August 2010

Adobe PageMaker  
Corel Draw  
Photoshop  
Adobe Illustrator  
Knowledge of e mail & Anti-Virus tools

## **WORK EXPERIENCE**

January 2021 to date:

**UNIVERSITY OF NAIROBI**  
**Department: Intellectual Property Management**

**POSITION**

**Assistant Secretary Grade A**

- Preparing teaching schedules for trainings
- Handling of day to day office routine procedures; dealing with enquiries, receiving and attending to visitors, attending to official calls and receiving emails.
- Any other duties as assigned by the Director and Supervisor

**September 2010 to 2020:**

**UNIVERSITY OF NAIROBI**

**Department: Board of Common Undergraduate Courses (BCUC)**

**POSITION**

**Assistant Secretary Grade A**

**DUTIES**

- Preparing teaching schedules for undergraduate students
- Preparing the results and submitting to Faculties/Schools/Institutes/Departments
- Handling correspondence pertaining to students missing marks
- Handling of day to day office routine procedures; dealing with enquiries, receiving and attending to visitors, attending to official calls and receiving emails.
- Any other duties as assigned by the Director and Course coordinator

**2005 to 2009**

**UNIVERSITY OF NAIROBI**

**Personnel Department**

**POSITION**

**Assistant Secretary Grade A**

**DUTIES**

- Processing staff requests - letters of introduction, staff leaves Gratuity

- Handling of day to day office routine procedures - dealing with enquiries, receiving and attending to visitors, attending to official call, sending and receiving emails, booking appointment.
- performing any other duty as assigned by Supervisors

**2002 to May 2005**

**UNIVERSITY OF NAIROBI**  
**Transport and Garage Department**

**POSITION**

**Assistant Secretary Grade IV**

- Handling of transport requests
- Handling of day to day office routine procedures - dealing with enquiries, receiving and attending to visitors, attending to official call, sending and receiving emails, booking appointment.
- performing any other duty as assigned by Supervisors

**1999 to 2001**

**FRAME TECH MACHINES**

**POSITION**

**Secretary**

- Handling routine administrative tasks in the office
- Handling of day today office routine procedures; dealing with enquiries, receiving and attending to visitor, attending to official call, sending and receiving emails, booking appointments.
- Any other duties as assigned by the supervisors

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**TRAININGS**

**UNIVERSITY OF NAIROBI**

Record Management

Sign language

Customer Care training for Front office staff

Performance Contract

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## **HOBBIES**

Reading  
Travelling  
Team Building

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## **REFEREES**

Prof. Mary Kinoti  
Director, Intellectual Property Management Office  
P.O Box 30197-00100  
University of Nairobi  
Cell Phone 0729731175  
Email: mary.kinoti@uonbi.ac.ke

Prof. Stephen K. Moindi  
Professor, School of Mathematics  
P.O Box 30197-00100  
University of Nairobi  
Cell Phone: 0790102009  
Email: moindi@uonbi.ac.ke

Dr. Faith Thuita  
Senior Lecturer  
School of Public Health  
University of Nairobi  
Cell phone: 0722 639 719  
Email: fthuita@uonbi.ac.ke/fthuita9@gmail.com