

CURRICULUM VITAE

AGNES.W.GATHIERI

C/O ACADEMIC DIVISION
UNIVERSITY OF NAIROBI
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CAREER OBJECTIVE

- To advance the skills and knowledge, I have acquired, so as to become a lead specialist in the field.
- **Personality profile;** A reliable and dependable person who strives for quality and applies process and discipline towards optimizing performance. This includes taking up new responsibilities.
- **Summary of the skills;**
- Quick learner with ability to easily assimilate job requirements and aggressively employ new ideas, concepts and methods.
- **Self motivated;** Ready to do what is needed when it is needed without probing.
- **Hard working;** To take initiative when it is called for while being diligent with my work.
- **Honest;** I believe in being straightforward and direct in all aspects of life.
- **Team player;** Energetic and self-motivated team player.

ACADEMIC / PROFESSIONAL QUALIFICATIONS

University of Nairobi

Pursued B.A in Gender and Development Studies(1st year only) in the year 2008

Kenya Institute of Management,

Certificate in Management Information System, 1998

Mugoiri Girls High School

Kenya Advanced Certificate of Education (K.A.C.E)

Grade; One principal and two subsidiaries, 1985-1986

Gatanga Girls Secondary School

Kenya Certificate of Education (K.C.E)

Grade; Division II , 1981-1984

Extra- curriculum

- Member and treasurer of Geographical club.
- Vice chairperson of Christian union
- Participant of inter-house drama competition.
- Participated in internal debates in the school.

Karaba Primary school, Nyeri, 1974-75

Karigu-ini primary school. Maragua. 1976-80

(Scored a pass of 25 points in C.P.E



LANGUAGES

English and Kiswahili

WORK EXPERIENCE

UNIVERSITY OF NAIROBI

From 1993 to date: performing duties related to the maintenance of student records in the student's registry under the office of the Deputy Registrar ,Deans and Senate ,Academic Division.

Responsibilities

- Recording , maintaining and updating all student related information .
- Attending and taking minutes in the sections meetings
- Assist the Deans/Senate secretariat in preparing agendas, collating the documents and record dispatching them to the relevant action officers
- Ensuring good custody and maintenance of the students records

- Updating all student related information and ensuring that there is efficiency and effectiveness in availing the student's information.

- Being part of the team work in the student registry and the department as a whole

- Any other duty assigned by Deputy Registrar Deans/Senate,Academic Registrar and Deputy Vice-Chancellor(AA)

1988-1993- Records clerk

Responsibilities:

- Preparation of the application forms for the students seeking admission to any of the public universities.
- Custodian of school files.
- Preparation of Joint Admission Board documents and deans/ senate documents for meetings
- Registering students on admission to University of Nairobi

PERSONAL PROFILE

Date of Birth	1965	Nationality	Kenyan
Gender	Female	Marital status	Married
Religion	Christian		

REFEREES

- Mr. H.O.D Webuye
Deputy Registrar, Deans/Senate
University of Nairobi
P.o. Box 30197, 00100
NAIROBI
Tel: 318262 ext. 28254 (office)
Cell: 0733826082
- Elias Njagi
AA KENYA
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