

CURRICULUM VITAE

PERSONAL INFORMATION

NAME: ALICE SELLAH LWABUKHA

DATE OF BIRTH: 9TH MAY 1954

SEX: FEMALE

ID NO: 6420621

NATIONALITY: KENYAN

LANGUAGES: ENGLISH, KISWAHILI AND LUHYA

MARITAL STATUS: SINGLE

POSTAL ADDRESS: C/O UNIVERSITY OF NAIROBI

P.O.BOX 30197-00100

NAIROBI.

TELEPHONE: 0203592734/9

TELEPHONE: 0724010930

EMAIL: alice.lwambukha@yahoo.com

EDUCATION BACKGROUND

COLLEGE: CAPITAL SECRETARIAL COLLEGE

COURSE: TELEPHONE OPERATOR/ RECEPTIONIST COURSE

GRADE OBTAINED: FIRT GRADE

YEAR: JUNE 1973- DECEMBER 1973

COLLEGE: CAPITAL SECRETARIAL COLLEGE

COURSE: ELEMENTARY TYPEWRITING COURSE (30 W.P.M)

GRADE OBTAINED: SECOND GRADE

YEAR: JUNE 1973-DECEMBER 1973

SECONDARY EDUCATION

SCHOOL: MUSOLI GIRLS HIGH SCHOOL

YEAR: 1971-1972

GRADE OBTAINED: KJSE

PRIMARY EDUCATION

SCHOOL: MATENDE PRIMARY SCHOOL

YEAR: 1969-1970

SHORT COURSES

General management skills in finance, human resource and customer care held on 22nd December 1999 College of humanities and social science

CAREER

To be the most diligent person, working under minimum supervision and produce the best result for my employer

To achieve higher grade for my duty

EXPERIENCE

I have been working in the university of Nairobi for a period of 38 years as a telephone operator

DUTIES AND RESPONSIBILITIES

To handle incoming calls

To make sure the switchboard is in good condition

To test all incoming lines

REFERREES

1. JARED ONYARI

UNIVERSITY OF NAIROBI,

P.O.BOX 30197-00100.

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TELEPHONE: 020318262, 0722 310 314

2. ISAAC HASSAN,

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ICT DEPARTMENT.

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