

## **CURRICULUM VITAE**

**NAME:** Alice W. Mugi  
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**NATIONALITY:** Kenyan  
**MARITAL STATUS:** Married

### **ACADEMIC QUALIFICATIONS:**

1980 – 1987 : Gichira Primary School  
(K.C.P.E)  
1988 – 1991 : Garbatulla High School  
(K.C.S.E)

### **PROFESSIONAL QUALIFICATIONS**

<b><u>Colleges Attended</u></b>	<b><u>From</u></b>	<b><u>To</u></b>	<b><u>Qualifications</u></b>
- Reeswood Secretarial College	1994	1996	Qualified as Shorthand Typist II in the following Subjects:- Business English I, II, III Typewriting I, II, III (50wpm) Short/hand I, II, (80wpm) Office Management III Secretarial duties II
Tereroza Computer College.	1997	-	Trained and passed in the Following packages:- - Word-processing - Microsoft Word - Microsoft Excel - Microsoft PowerPoint

**OBJECTIVE:** To strive for quality and excellence as a means of service delivery to customers

## **EXPERIENCE**

### **A) 1997 - 1998 - FOUNDATION ENGINEERING SERVICES LTD**

#### **Duties & Responsibilities**

- Typing correspondences
- Receiving calls and callers on the telephone or in person
- Booking appointments.
- Handling office matters
- Handling Open and Confidential matters and files.

### **B) 1999 – 2000 - MAMICHA & CO. ADVOCATES**

#### **Duties and Responsibilities**

- Keeping office records and equipments on check
- Receiving calls and callers on the telephone or in person
- Booking appointments
- Handling Open and Confidential matters and files.

### **C) 2001 – 2004 - ALICO (K) INSURANCE CO. LTD**

#### **Duties and Responsibilities**

- Data entry on Car Insurances

### **D) 2005 to Date – UNIVERSITY OF NAIROBI**

#### **Duties & Responsibilities**

- Maintaining good Customer Care Service at the front office.
- Sorting out various office correspondences i.e. incoming mail and out-going mail and replying as directed by the Dean.
- Handling confidential matters, documents and their safekeeping.
- Maintaining of records on incoming and outgoing correspondences and documents.
- Dealing with students matters and helping them where necessary.
- Organizing students teaching timetables, 4<sup>th</sup> term Industrial rotations, Project Poster Presentation, etc.
- Preparation of Examination cards, examination timetables and processing of examination results, e.g. consolidated marksheets.
- Preparation of slides for University examinations ratification at the C.A.B.
- Dealing with students' matters in the absence of the Asst. Registrar or the Dean.

- Handling administration work when the Asst. Registrar is not available. e.g. attending to parents and students for Module II programme,
- Keeping an updated filing system in the Dean's Office.
- Updating the Dean's diary on various meetings and appointments.
- Office Petty Cash.
- Preparation of Notices of Meetings, typing Minutes and distribution.
- Keeping contacts of staff and students for quick delivery of messages.
- Liaising with other secretaries and Departmental Chairmen for quick delivery of messages of staff.
- Liaising with Class Representatives for quick delivery of messages
- Inputting of data e.g. reports and other important documents (Syllabus) in the computer, storage and retrieval when needed.
- Preparation of Class lists and updates when necessary.
- Receipt of correspondence through email, scanning and reply of the same.
- Implementation of ISO procedures in daily office work.
- Maintaining Anti-corruption practices in the office.
- Any other duties as directed by the Dean or the Asst. Registrar.

## **REFERENCES**

1. Dr. Kimani Wanjeri  
Lecturer, Department of Surgery  
University of Nairobi  
P.O. Box 19676 – 00202.  
Cellphone: 0722708051  
**NAIROBI.**
2. Mamicha & Company Advocates  
301900  
Cellphone: 0722510749  
**NAIROBI**
3. Mr. Patrick N. Mwangi  
Assistant Registrar, SoP  
P.O. Box 19676-00202  
Cellphone: 0722321196  
**NAIROBI.**