

# CURRICULUM VITAE

## ALLAN WASILWA WANJALA

**Cell:** +254 723 802 185

**Email:** [allanwasilwa82@gmail.com](mailto:allanwasilwa82@gmail.com)

P.O. Box 1550-20502 Webuye

**Year of Birth:** 1982

**Marital Status:** Married

**Nationality:** Kenyan

### Career Objective

To work in a stimulating environment where I can apply my knowledge, skills and experience to serve the organization to greater heights as I gain growth too.

### Qualifications profile

I have excellent computer skills that are valuable in data management. Able to meet set targets and beat strict deadlines; as I can work under minimal or no supervision. I am self motivated and a great team player capable of interacting with different cadres of staff with varied backgrounds at my work place and beyond towards attainment of organizational objectives and goals.

### Education Profile

#### **BSc. Health Records and Information Management**

*Kenyatta University*

**Prospective graduate**

(Aug. 2017)

#### **Diploma in Health Records and Information Technology**

*Kenya Medical Training College (KMTC), Nairobi.*

Dec 2006

#### **Certificate in Computer Science**

*Webuye Training Centre.*

Feb 2002

Kenya Certificate of Secondary Education (**KCSE**)

*Bungoma High School.*

1997-2000

Kenya Certificate of Primary Education (**KCPE**)

*Matulo FYM Primary School.*

1989-1996

### Professional Trainings Attended

Certificate in <b>Malaria training</b> Cornerstone Training Institute	2016
<b>Certificate in Statistical Package for Social Scientists (SPSS)</b> <i>Emanex Computer College, Nairobi.</i>	Jan 2009
Certificate in <b>Integrated Health Management Information Systems (HMIS)</b> <i>Kenya Episcopal Conference – Catholic Secretariat.</i>	Nov 2008
Trained on <b>Revised NASCOP/ Reproductive Health Tools</b> <i>USAID/APHIA II Nyanza.</i>	Oct 2007

### **Other Trainings Attended**

<b>Basic Sign Language training</b> <i>Kenya Sign Language Association (KSL)</i>	Mar 2013
<b>Records Management and Internal Disease Classifications</b> <i>University of Nairobi</i>	Feb 2013
<b>Certificate of training in Male Circumcision as a Counselor</b> <i>Nyanza Reproductive Health Services.</i>	Sep 2008
<b>Certificate of participation in Poverty Eradication Workshop</b> <i>IRULCODE.</i>	Feb 2002

### **Professional Experience**

<b>Health Records and Information Technologist</b> <i>University of Nairobi Health Services</i>	Oct 2012 – Present
----------------------------------------------------------------------------------------------------	--------------------

#### **Responsibilities**

- Running Medical Records Offices (student and staff clinics).
- Data Entry and Cleaning.
- Data analysis and presentation.
- Reports compilation.
- Coordinating the Medical Records section operations in department

<b>Data Entry Clerk</b> <i>University of Nairobi Health Services</i>	Nov 2010 – Oct 2012
-------------------------------------------------------------------------	---------------------

#### **Responsibilities**

- Data Entry and Cleaning.

- Data analysis and presentation.
- Reports compilation.
- Running Medical Records Offices (student and staff clinics).

**Data Officer**

Mar 2009 - Oct 2010

*Kenya AIDS NGOs Consortium (KANCO) at the RAY Drop In Centre*

**Responsibilities**

- Designing of the Client's forms for the project.
- Developing and managing clients' database.
- Ensuring the Confidentiality and security of the client's Health Records and Information.
- Initiating, collecting, filing and retrieval of the clients' health records.
- Data entry and cleaning.
- Compiling weekly, monthly and any other duration's reports as required/ requested and their dissemination.
- Developing and managing of the filing system for the clients.
- Serving as the receptionist whenever necessary.
- Maintaining of the center's inventory.

**Health Records and Information Officer**

May 2007 – Mar 2009

*St. Joseph's Mission Hospital, Nyabondo*

**Responsibilities**

- Ensuring the confidentiality of the medical records for the clients is maintained.
- Editing, sorting and filing of the patient's medical records.
- Coding and indexing of diseases and procedures.
- Retrieval of patients' medical records.
- Preparation and timely submission of weekly, monthly, quarterly and annual facility statistics and reports.
- Disease outbreak notification to the District Public Health Office.
- Completion and dispatching of Birth and Death notification forms to the District Civil Registrar.
- Creation of the OPD Medical Records.
- Managing of the patients' / clients' appointment systems.
- Maintenance of Patients' master indices.
- Preparation and maintenance of daily bed returns for the wards.

**Membership Association**

Member of the Association of Medical Records Officers Kenya (AMRO-K)

## **Interests**

Traveling, helping others, socializing, reading and watching football

## **Referees**

1. Dr. Lucy Muhia\_Ndahi,  
Deputy Chief Medical Officer,  
University of Nairobi Health Services.  
Cell No: +254 722 789 097
2. Mrs. Priscah Nzau,  
Clinical Co-ordinator,  
Kenya AIDS NGOS Consortium.  
Cell No: +254 723 441 136
3. Dr. Samuel Mwaniki,  
Pharmacist,  
University of Nairobi, Health Services.  
Cell No: +254 721 543 351
4. Mrs. Rachael Ndirangu,  
Program Officer,  
AMREF - Nairobi.  
Cell: +254 722 373 520