

NAME: ANNE WAMBUI MWANGI

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12th July 2015 – To-date Department of Finance

Secretary to the Finance Officer's Office

DUTIES

Diary management for the Finance Officer. Preparation of routine correspondences and records. Attending to visitors, stakeholders and students, answering telephone calls and typing of office correspondences. Managing documents through Documents Tracking System. Filing of office various general correspondences in accordance to ISO 9001:2008

2011 – June 2015 Department of Food Science, Nutrition and Technology

DUTIES

Preparation of routine correspondences and records. Attending to visitors and students, answering telephone calls and typing of office correspondences Diary Management. Organizing PhD, MSc. Defense meetings by sending out notices, reminders and when necessary contacting them through telephones. Prepare exams documents in readiness for the Board of Examiners meeting. Preparations of venues for meetings. Organizing and filing of raw examination marks for both undergraduate and postgraduate students. Management of general correspondences for the office in accordance to ISO 9001:2008

2006-2011: Secretary Grade D Dean's office, Faculty of Agriculture

DUTIES

Diary management for Dean, Faculty of Agriculture. Preparation of routine correspondences and records. Attending to visitors and students, answering telephone calls and typing of office correspondences Diary Management. Organizing PhD, MSc. Defense meetings by sending out notices, reminders and when necessary contacting them through telephones. Preparation of venues for the meeting.

EDUCATION/TRAINING **ÖÖ LEVEL**

Pursuing Diploma in Business Administration

NAIROBI BAPTIST COMMERCIAL CENTRE

SHORTHAND STAGE III (100 WPM), SHORTHAND 120WPM (PITMAN)

TYPEWRITING STAGE III (50WPM), OFFICE PRACTICE STAGE II, SECRETARIAL

DUTIES STAGE II, COMMERCE STAGE II, BUSINESS ENGLISH STAGE III AND OFFICE

MANAGEMENT III, MS-WINDOWS, INTRODUCTION TO MS-EXCEL

My objective is to develop a career that utilizes my knowledge skills and experience in both business and Information Technology for sustainable economic growth.