

CURRICULUM VITAE

Name: ANN WANJIRU GUANDARU

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A: PERSONAL DATA :

GENDER: FEMALE.
NATIONALITY: KENYAN.
ID NUMBER: 24713900
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RELIGION: CHRISTIAN

B: CAREER OBJECTIVES

I am professionally trained in Business Information Technology and I have 4 years working experience as an Administrative Assistant at the University of Nairobi Centre for Self Sponsored Programmes (CESSP) and University of Nairobi Enterprises and services Limited (UNES) and also have over 6 years experience in front office management and customer service from a dynamic and busy dental clinic.

I am currently looking for a position that will further build my skills and experience as well as allowing me the scope for upward movement.

C: STRENGTHS:

- Excellent oral & written communication skills
- Ability to perform under pressure and tight deadlines
- Integrity
- Team player

D: WORK EXPERIENCE:

March 2015 - Present

UoN Centre for Self Sponsored Programmes (CESSP)

Job Title : Administrative Assistant

Responsibilities

- Coordinate the reporting of performance Contract for UoN CESSP.
- Follow up performance contract reports and evidences from all departments.
- Secretary of the National Cohesion and interrogation committee CESSP
- Coordinating travel arrangement for staff.
- Coordinating transport for airport transfer.
- Coordinating all Advertisements for CESSP and UoN.
- Designing and formatting adverts for UoN/ CESSP .
- Liaise with media houses for the placement of CESSP/ UoN adverts.
- Follow up on all the payments for the adverts done to ensure they are paid in time.
- Assist in the organisation and participate in CESSP /UoN exhibitions and shows.
- Design booklets with programmes for UoN schools / Faculties / Institutions/ Centres.
- Update the CESSP website regularly.
- Alternate secretary of the Fee collection committee CESSP

- Providing accessory customer care services for CESSP in regards to bookings and advertising.
- Act as a link between University of Nairobi and CESSP in regard to advertisement.
- Assist in the Directors office.

July 2014 - February 2015

University of Nairobi Enterprises and services Limited (UNES)

Job Title : Administrative Assistant

Responsibilities

- Coordinating all Advertisements for UNES and UoN.
- Designing and formatting adverts for UoN/ UNES .
- Liaise with media houses for the placement of UNES/ UoN adverts.
- Coordinating flight bookings for UNES requirements.
- Coordinating transport for the lecturers airport transfer.
- Providing accessory customer care services for UNES.
- Follow up documents send to the UoN Main Campus for signature.
- Coordinating UNES/ UoN shared services at the Main Campus.
- Assist in the managing Directors office.

Nov 2012- June 2014

University of Nairobi Dental Plaza (Dental School)

Job title: Data Clerk

Responsibilities:

- Receiving data from clients and stakeholders
- Sorting the received information according to source and alphabetically
- Inputting information received into the database system
- Updating the database by inputting new information and deleting unrequired information
- Backing up all the information for safety purposes
- Ensuring that the confidential information cannot be accessed by unauthorized persons by use of passwords which are changed regularly.
- Availing the information when required

March 2007- Oct 2012

Company: Dr Michael Njino dental clinic

(Private practice for Dr. Michael njino.)

Job title: Data clerk and Front office

- Receiving data from clients
- Sorting the received information alphabetically
- Inputting clients information into the database system
- Updating the clients data by recording received payments and balances
- Backing up all the information for safety purposes
- Ensuring that the clients information cannot be accessed by unauthorized persons by use of passwords which are changed regularly.
- Recording customers feedback after receiving the services

- Responding to Client enquiries
- Booking clients for appointments
- Reminding clients about their appointments

F: EDUCATION BACKGROUND:

Jan 2017- Present: University of Nairobi
Master of Business Administration

Jan 2015 - April 2015: University of Nairobi
Basics- Kenya Sign Language

Jan 2011 –July 2014:Kenya Methodist University
Degree: Business Information Technology.

Jan 2010 – Dec 2010 : Kenya Methodist University
Diploma: Business Information Technology.

Jan 2003-March 2004: Jomo Kenyatta University of Agriculture& Technology.
Certificate: Information Technology.

Jan 1999-Nov 2002: Nguvu Girls High School
Certificate: Kenya certificate of secondary education (K.C.S.E).

G: RESPONSIBILITIES HELD:

Treasurer debates club

I: INTERESTS AND HOBBIES:

- Reading
- Traveling

K: REFEREES:

Prof. Julius Ogeng'o
Director CESSP
P.O. Box 30197-00100
Nairobi
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Catherine Wambugu
P.A to Director (Cessp)
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