

CURRICULUM VITAE

Ascah Kasisi Nduma
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Year of Birth: 1990
I.D No. 27733333
Home County: Machakos
Gender: Female
Status: Married
Languages: English and Swahili.

Personal profile

I am a highly dedicated professional with an aspiring progressive career with a Diploma in Purchasing and Supplies Management. I am self-driven, ambitious, innovative, analytical, a fast learner, and pride myself as a true team player with good interpersonal skills. I possess a great desire and drive to prosper in all work that I venture into. I have also acquired relevant experience, having worked as Office Assistant/Cleaner/Record clerk for University of Nairobi, Sports and Games department. I desire to work in a highly competitive and dynamic organization specializing in providing quality standards to enable me gain exposure in shaping me to face current professional needs.

Professional Qualifications

January 2021- July 2021 : KNEC- Certificate in Secretarial Studies

May 2016-May 2017: University of Nairobi-Diploma in Purchasing and Supplies

May 2012- November 2012: University of Nairobi-Certificate in Purchasing and Supplies

Educational Qualifications:

2010: Certificate in Computer-Microsoft Office
- Internet & e- mail

2005-2008: Mwala Mixed High School- Kenya Certificate of Secondary Education.
Mean Grade C-(Minus)

1996-2004: Kawauni Primary School - Kenya Certificate of Primary Education

Skills and Strong Points

- Strong Microsoft Word and excel skills
- Team player, keen to details, flexible and good leadership skills
- Excellent communication skills
- Self-driven and requires minimal or no supervision

Work Experience

UNIVERSITY OF NAIROBI (DECEMBER 2011-TO DATE)

OFFICE ASSISTANT GRADE IV (Sports and Games Department)

DUTIES:

- Assisting in secretarial work in the Director's office
- Managing records keeping in the department
- Doing the departmental Performance Contract as a clerk of the Pc committee.
- Following up documents within the university premises.
- Clearing of finalist students
- Filling and retrieval of documents in the department
- Assisting in Performance contract and ISO 9001:2008
- Initiate purchase of office stationeries
- Document and records management in the Director's Office
- Handling office equipment's like scanners, photocopiers

JANUARY 2010-NOVEMBER 2011-UNIVERSITY OF NAIROBI

Casual worker Duties:

- Cleaning the office of the games tutor, School of Law
- Watering of flowers
- Washing sports kit
- Assisting in office work
- Keeping records of the sports equipment.
- Issuing of kits to students

Computer Skills

- Microsoft Office Literate.

Training & Seminars attended

- A three day training on basic Kenyan Sign language and Disability sensitization- University of Nairobi
- Training on Q-pulse - University of Nairobi
- A one week Life Saving refresher course – University of Nairobi
- Training in competence development –University of Nairobi
- Training in university staff performance Appraisal (USPAS)-University of Nairobi
- Records management training- University of Nairobi

Hobbies

- Playing Basketball and Swimming
- Reading magazines and motivational novels
- Travelling
- Listening to music

Referees

1. Mbaabu Murithi
Director, Sports and Games
University of Nairobi
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2. Sebastian Okech, Senior
Games Tutor,
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3. Martin Mutua,
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