

CURRICULUM VITAE.

ESOLIO ALLAN SENELWA.

Home Address

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Nairobi, Kenya.

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Mobile: 0722 667 169.

Nationality: Kenyan.

Date of Birth: 23rd November 1980

CAREER OBJECTIVE

To achieve professional success by contributing to the growth of a progressive organization that can provide a challenging work environment commensurate with my knowledge and interpersonal skills.

PERSONAL PROFILE.

- Good time management and multitasking skills.
- Good communication skills.
- A good listener.
- Willing to learn new ideas.

EDUCATION

2021-KENYA METHODIST UNIVERSITY

Bachelor of Business Administration –Procurement

2008-2015: NAIROBI INSTITUTE OF BUSINESS STUDIES.

Advanced Diploma in Purchasing and Supply Management

- International Purchasing and Supply.
- Logistics.
- Operations Chain Management.
- Purchasing Strategies.
- Purchasing and Supply Law.

(PASS IN ALL SUBJECTS).

2008-2015: NAIROBI INSTITUTE OF BUSINESS STUDIES.

Diploma in Purchasing and Supply Management.

- Customer Service.
- Negotiation.
- Quantitative Methods for Managers.
- Stores Management and Stock Control.
- Supply Chain Management.

(PASS IN ALL SUBJECTS)

1997-2000: BUGINA SECONDARY SCHOOL

- O-Levels Grade C Plain

1988-1996: VOHOVOLE PRIMARY SCHOOL.

- 8 YEARS Primary School education.

WORK EXPERIENCE.

2003 TO DATE: UNIVERSITY OF NAIROBI DENTAL SCHOOL.

2003-2009: Casual labourer.

Duties.

- Grounds work; cleaning, sweeping, trimming and lawning.

- Infection control through cleaning, dusting and fumigation.
- Assist in filling and properly arranging and storing of files.
- Assist in receiving and registering patients.
- Assist in advising and directing patients to respective clinics for attention by the doctor.

2009 TO DATE: UNIVERSITY OF NAIROBI DENTAL PLAZA

Messenger/ Cleaner.

Duties

- Infection prevention through cleaning and fumigation, waste management and disposal.
- Filing and records keeping- ensuring that records and files within my working station are properly recorded and well kept.
- Ensuring that files and records are properly secured under lock and key.
- Assisting the records clerk in arranging and filling records in the registry.
- Assist the receptionist in receiving patients, recording patients details and directing them to the relevant clinics for attention by the doctors/students.
- Assist in issuing and receiving patients files from students and doctors and recording them.

Acting Assistant Caretaker.

Duties

- Assisting the caretaker in lock-up duties, and ensuring all keys to all the departments are well kept and secure.
- Supervise and monitor cleaning and fumigation of the institution.
- Managing the attendance of the cleaners and messengers.
- Report damages, blockages and other maintenance issues to the maintenance office, and supervise their repairs.
- Assisting the receptionist in receiving and registering patients, opening files for the patients and directing them to relevant clinics.
- Assisting the receptionist in retrieval of patients files, and recording of the same.
- Maintain the doctors diary, and booking of patients.

Acting Store keeper.

- In charge of the stores department.
- Ensuring cleanliness of the store, arranging of materials and records in an orderly manner.
- Manage and control the flow and use of materials.
- Keeping and maintaining proper records of items/ materials received and issued (BIN CARD).
- Assist and advise the unit manager in ordering of items/ materials and services.
- Member of the Inspection and Acceptance committee.

ACTIVITIES AND INTEREST.

- Community service through outreaches and medical camps.
- Volunteering.

REFEREES

Dr. Walter Odhiambo.

CHAIRMAN, Department of Dental Sciences,

University of Nairobi.

Email: dept-dental@uonbi.ac.ke

Phone: 0722 518 616

Mr. Wilson Mwakisha,

Nurse Manager, Dental Plaza,

University of Nairobi.

Email: mwakisha@uonbi.ac.ke

Phone: 0714 898 355

Mrs. Petronilla Muli

0721 468 975