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**BEATRICE JEMUTAI KULEI**

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**Curriculum Vitae**

**Date of birth:** 1972  
**Postal Address:** P. O. Box 30197 – 00100,  
Nairobi, Kenya  
**Email Address:** [beatrice.kulei@uonbi.ac.ke](mailto:beatrice.kulei@uonbi.ac.ke)  
**Place of Birth:** Baringo, Kenya  
**Marital status:** Single  
**Languages:** English, Kiswahili and Tugen  
**Nationality:** Kenyan

**PERSONAL ATTRIBUTES:**

- Polite and Godfearing.
- Quick learner and result oriented.
- Effective team player and good in motivating others.
- Quite Flexible and adapt easily to different environments.
- Provision of good customer care

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**EDUCATIONAL BACKGROUND**

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**Currently Pursuing Master of Arts, University of Nairobi, Kenya.**

**BA (Honors) 1998, University of Nairobi, Kenya.**

**K.C.S.E, 1991, Moi High School- Kabarak**

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**PROFESSIONAL QUALIFICATIONS**

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**1. Computer Literacy**

- computer application skills

**2. Certificate of Attendance - 2009**

- Competency Based Recruitment Masterclass , by Marcusevans of South Africa held at the Inter-Continental hotel, Nairobi.

**3. Certificate in Performance Appraisal Systems Course**

- In-house Performance Appraisal Systems Course by Kenya Institute of Administration

**4. In-house training on the Kenya labour laws 2007**

- In- house training by the ministry of labour and Federation of Kenya Employers trainers

**5. Sign Language Certificate**

- In-house training on sign language by Kenya Deaf Association

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## **WORK HISTORY**

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**June 2007 – To Date**

**Position:**       **Senior Administrative Assistant**  
**University of Nairobi, Central Administration**

**Section:**       **Recruitment and Training**

**Duties:**

- Secretary to the Appointment committees for the recruitment of non-teaching positions.
- Process new appointments, promotions and renewal of contracts for the following;
  - Visiting Professors and lectures for all the colleges
  - Executive Management Offices
  - Administration Division
  - Procurement Division
  - University Library
  - Finance Department
  - Transport Section
  - ICT Centre
  - Construction and Maintenance department
  - Audit Department
- Repertoire during Staff Training.
- Servicing taskforce committees when assigned as secretary.
- Writing briefs whenever they are needed.
- Updating staff Establishment/estimates book
- Any other duty as assigned by my supervisor.

**June 2000 – June 2007**

**Position Held: Assistant Halls Officer, Student Hostels**

**Duties:**

- Acting Halls Officer, in charge of student Accommodation.
  - Report to the Chief Halls Officer
  - Supervision of the employees in the Unit.
  - Prepare leave schedule for the employees in the unit for each calendar year.
  - Prepare budget estimates for the financial year for the halls department.
  - Liaise with procurement department in the procurement of goods and services for the halls department.

- Process the online allocation of rooms for student applicants ensuring that they have paid their fees and that they are bonafide students of the University of Nairobi (HAMIS).
- Secretary to the Student disciplinary committee at the halls of residence.
- Secretary to the halls Management Committee meetings chaired by the Unit's Manager.
- Resolve staff or student conflicts amicably ensuring impartiality and fairness.

**December 1999-June 2000**

**Position Held: Assistant Halls Officer, Student Hostels**

**Duties:**

- Deputize the Units Halls officer
- Supervise Cleaners, Sweepers and Grounds men.
- Ensuring Cleanliness is maintained in and around the hostels.
- Raise maintenance orders (MI)
- Receive staff and student grievances and suggestions, resolve them impartially and
- Forward the difficult cases to the halls officer.

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**REFEREES**

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**Dr. Fredrick O. Adero**  
**Ag. Director Customer Experience & Information Centre**  
 P.O.BOX 30197-00100  
NAIROBI

**Prof. D.H Kiiru**  
**Literature Department**  
 P.O.BOX 30197-00100  
NAIROBI

**Dr. Regina Mutave**  
**Dental School,**  
**College of Health Sciences**  
 P.O.BOX 30197-00100  
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