

**BERTHA KANGAI BENEDICT
CURRICULUM VITAE**

BIO DATA

Adress: P.O BOX 30197 -00100 NAIROBI	Office: 254-20-318262 Ext. 28219
Marital Status: Married	Cell phone: 0722613135 0706829281 E-mail: bkangai@uonbi.ac.ke bertha.kangai@gmail.com

Career Objective	To work in a dynamic institution / firm by offering efficient services in its growth and expansion while developing personal skills and professional character.
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Professional Experience	Senior Administrative Assistant, Faculty of Arts, Deans Office -June 2013 to Present. Specific assignments include overseeing; performance contracting, website management, records management, admission and registration of students, administration and processing of examinations, timetabling, staff appraisal, publication of Faculty journals and newsletters, student organizations, servicing Faculty and College meetings , involved in several Internal Quality Systems Audit for the Faculty based on ISO 9001:2008 Standards and any other allocated duties.
	Administrative Assistant, Faculty of Arts, Deans Office -February 2012 to May 2013. Duties included; Performance contracting reporting , records management, administration and processing of

examinations , responsible for cleanliness of the Faculty's facilities and lecture rooms, servicing Faculty meetings, facilitating and servicing Faculty seminars, workshops, conferences and retreats, evaluation of student's attendance and academic staff evaluation.
preparing teaching and examination timetables, coordinating publication of Faculty journals and Newsletters, involved in several Internal Quality Systems Audit for the Faculty based on ISO 9001:2008 Standards and any other allocated duties.

Administrative Assistant, Institute of Diplomacy and International Studies - December 2010 - February 2012

Duties Included: Preparing teaching and examinations timetables, processing application forms and admissions, students registration and attendance analysis, academic staff evaluation, processing examinations and releasing results, coordinating simulations and outside speakers, overseeing compliance with Internal Quality Systems Audit for the Institute (ISO 9001:2008) standards, performance contracting reporting, communication and dealings with embassies, servicing institute meetings and any other duties allocated to me.

Senior Bookshop Assistant, University of Nairobi Bookshop - August 2005 to October 2010

Facilitated the computerization process of the bookshop, maintained adequate database of all the operations, in charge of customer feedback, member and secretary to the bookshop management and welfare committees, member of UNES Ethics and Integrity committee that oversaw implementation of ethics and integrity within UNES units, actively participated in the development and implementation of ISO 9001:2008 processes and procedures for the

	<p>bookshop and was an internal auditor.</p> <p>Bookshop Assistant (A/B) - April, 1997 to August 2005</p> <p>Duties included:</p> <ul style="list-style-type: none"> ▪ Stock Control through bin cards ▪ Processing of students book allowance ▪ In charge of check off system ▪ Clearing students and staff. <p>Junior Bookshop Assistant (iv), April 1991 to April 1997.</p> <p>Duty: Stock Control through bin cards</p> <p>Registry Clerk (Temporary) - October, 1990 to April 1991</p>
<p>Professional Qualifications</p>	<ul style="list-style-type: none"> ▪ Higher Diploma in Human Resources Management, Institute of Human Resources Management- IHRM (2012) ▪ Counseling Course - IHRM (2012) ▪ Kenya Accountants and Secretaries Certificate National Examination Board, A.C.N.C. 1 & 11 ▪ Occupational Safety & Health ▪ Internal Quality Audit ▪ Integrity Assurance Officers Course
<p>Computer Qualifications</p>	<p>Infotech Training Centre</p> <ul style="list-style-type: none"> ▪ Certificate in Computer Systems and Applications (2008) ▪ Pastel Computerized Accounting (2000) <p>Kenya Institute of Administration</p> <ul style="list-style-type: none"> ▪ Computer Application to Data Management (1993)
<p>Education</p>	<ul style="list-style-type: none"> ▪ Pursing MBA, Strategic Management, University of Nairobi, School of Business, January 2013 to Date, ▪ Higher National Diploma in Human Resources Management, KNEC (2012) ▪ Bachelor of Business Administration, Kenya Methodist University (2010)

	<ul style="list-style-type: none"> ▪ Diploma in Business Management, University of Nairobi (2005) ▪ Kenya Accountants and Secretaries Certificate National Examination Board A.C.N.C. 1 & 11 (1988) ▪ Kenya Advanced Certificate of Education St. Mary's Girl's High School, Igoji. (1981) ▪ Kenya Certificate of Education, Muthambi Girl's High School (1979)
Professional Membership	<ul style="list-style-type: none"> ▪ Full member, Institute of Human Resource Management (K).

Referees	<p>Mr. Gerishon Ikiara, Associate Director, Institute of Diplomacy and International Studies University of Nairobi P.O Box 30197 - 00100, NAIROBI. Mobile: 0721 424401</p> <p>Mr. Evans Sagwa Technical University of Kenya, (Directorate of Personnel Management), P, O Box 52428 - 00200, NAIROBI. Mobile : 0733 424298 / 0727 801457</p> <p>Dr. Mary Mwiandi Lecturer, Department of History and Archaeology University of Nairobi P.O Box 30197 - 00100, NAIROBI Mobile: 0721828989</p>
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