



# CURRICULUM VITAE

## A. PERSONAL DETAILS

Name : Beth Wangeci Kiragu  
Date of birth : 8th April, 1973  
Sex : Female  
Marital Status : Married  
Nationality : Kenyan  
Religion : Christian  
Address : Procurement Department  
University of Nairobi  
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## B. EDUCATION BACKGROUND

<u>PLACE</u>	<u>YEAR</u>	<u>AWARD</u>
Gaciongo Pimary School	1980-1988	K.C.P.E.-36 points
Karoti Girls High School	1989-1992	K.C.S.E - D
Ebenezer Computer & Commercial College	1993-1995	Sat for full Secretarial and Computer Courses
University of Nairobi	2004	Sat for Powerpoint & Ms-Excel

**Current duties:**

- ✓ Handle all confidential matters in the Director Supply Chain Management Services
- ✓ Maintain a comprehensive diary and calendar of events for the Director, Supply Chain Management services Office
- ✓ Ensure that equipment in the Director Supply Chain Management Services office are soundly working
- ✓ Receive visitors/phone calls and provide information or make referrals to other staff members when appropriate
- ✓ Maintaining a filing system for the Director, Supply Chain Management Services Office
- ✓ Attend to Customer's queries on a day to day basis
- ✓ Scanning and Emailing and photocopying of office documents for uploading to the website
- ✓ Typing of Professional Opinions and awards letters
- ✓ Typing of Memos/letters to various Colleges/Departments/Organizations
- ✓ Typing of Tender/Quotation and Evaluation Committees/Appointments letters
- ✓ Attend visitors and clients in the Director, Supply Chain Management Services Office
- ✓ Dispatch/receiving of internal/external memo/documents/letters
- ✓ Receiving/recording of tender documents once they are brought in from the Evaluation Team for typing of the Professional opinion/awards and regrets letters
- ✓ Convert manual documents into electronic format
- ✓ Routine Administrative duties
- ✓ Perform all other official duties as assigned from time to time by the Director, Supply Chain Management Services

**C. ORGANIZING OF WORKSHOPS/TRAINING**

I was involved in organizing of various training and workshops:

1. Organizing of online Suppliers Sensitization workshop held on Wednesday 10<sup>th</sup> March, 2021.
2. Organizing of online Training on Opening and Inspection of goods, works and Services held on Tuesday October, 6, 2020
3. Organizing of online Training on Procurement and Asset Disposal Regulations 2020 held on Wednesday 19<sup>th</sup> August, 2020.
4. Organizing online training for Suppliers Sensitization Workshop held on 10<sup>th</sup> August 2020
5. Organizing of Online Suppliers Sensitization Workshop held on Wednesday 11<sup>th</sup> March, 2020.
6. Attended Sensitization workshop for suppliers for Procurement Department on 23<sup>rd</sup> May, 2019
7. Organizing of Training on Acceptance and Inspection committee held on Wednesday 25<sup>th</sup> July, 2018.

8. Attended a one day workshop on Customer Care, University of Nairobi, 11<sup>th</sup> May, 2012.

**E. REFEREES**

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