

## **CURRICULUM VITAE**

### **PERSONAL DETAIL:**

**Name: Catherine N.Kinyua**

Nationality: Kenyan

Gender: Female

Religion: Christian

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### **EDUCATION BACKGROUND:**

- St.Kizito Vocational Training Centre-cert.in computer packages
- K C S E

### **WORK EXPERIENCE:**

- UNIVERSITY OF NAIROBI  
Designation-Data Entry Clerk  
2009-to date

### **DUTIES & RESPONSIBILITY:**

- Receiving and filing of daily mail in students files
- Retrieval of files from the registry when required.
- Returning of files in the registry after they have been worked on.
- Sending thesis to external examiners
- Recording and Updating Committee Of Examiners for PhD and Msc
- Recording of files.

### **REFEREES:**

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