

CURRICULUM VITAE

CATHERINE NALIAKA KELENGWE

P.O.Box 11916-00400 Nairobi, Tel No 0726790364/0720995193

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COMPETENCIES

Catherine N. Kelengwe possesses excellent organizational ability, highly developed communication and interpersonal skills, tact, proven competencies in Human Resource Management and Office Management.

AMBITION

To join and grow in an organization where apart from furthering its goals, I can improve the lives of others especially the disadvantaged while building a career in Human Resource Management.

SUMMARY OF QUALIFICATION

- Ability to adapt in new situations, and learn quickly
- Comfortable working both independently and as an integral member of a team
- Good report writing skills, attention to detail
- Strong interpersonal and organizational skills

CAREER OBJECTIVE

To maximize my potential and gain skills and experience, with a view of excelling in career in Human Resource and Administration in a leading organization.

ACADEMIC/PROFESSIONAL QUALIFICATIONS

University of Nairobi

Bachelor of Arts (Sociology and Political Science)

Diploma in Human Resource Management

Certificate in Personnel Management

Secretarial Studies

Kenya Certificate of Secondary Education (K.C.S.E.)

COMPUTER PROFICIENCY

- Windows
- Microsoft Word
- PowerPoint
- Microsoft Access
- Microsoft Excel
- Pagemaker

LANGUAGES

English, Kiswahili

WORK EXPERIENCE

UNIVERSITY OF NAIROBI

2002.

Attachment -University of Nairobi

Admissions Office doing all administrative work.

March to April 2002

I was attached in the Department of Economics during free lessons in college and in August I was given attachment at the University of Nairobi.

2003

I was employed at the University of Nairobi and I have gained experience in administrative work. I have also worked with Joint Admissions Board Secretariat for admissions of students to all public universities which was operating from the University of Nairobi. To date still working with the University of Nairobi.

ASSISTANT SECRETARY 2003 – 2018 OCTOBER

Responsibilities:

- General administrative support such as updating admitted students in the Student Management Information System (SMIS) and issuance of admission letters
- Secretarial support to Joint Admissions Board
- Organizing and participating in education career fairs and exhibitions
- Organizing and prepare for University Prize Presentation Ceremony
- Customer service duties such as responding to inquiries from students, parents and other stake holders
- Overseeing office operation and general cleanliness
- Maintenance of Office equipment and utilities
- Typing correspondences, memos, letters, reports and drafts
- Receiving and transmitting office messages by email, fax, telephone and corresponding with our clients for efficient flow of work and front office operations
- Book keeping and handling Petty cash
- Maintaining filing system
- Assisting students when applying for degree choices (revision of courses)
- Receiving visitors
- Handling confidential or technical information
- Scheduling meeting and preparing agendas
- Responding to routine correspondence
- Typing reports, memos, letters, minutes and work schedules
- Any other duties as assigned by the Deputy Registrar

OCTOBER 2018 TO DATE**SENIOR ASSISTANT SECRETARY****INTERESTS**

Playing netball, making friends, reading, and adventure, traveling and listening to gospel Music.

REFEREES

Mr. J.M. Muraguri
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