

CURRICULUM VITAE

NAME : Celestine N. Indeche
DATE OF BIRTH : July 17, 1960
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NATIONALITY : Kenyan
MARITAL STATUS : Married
RELIGION : Christian
SEX : Female
LANGUAGE : English, Kiswahili, Luhya

CAREER OBJECTIVES

To hold a challenging position with active involvement in a progressive organization offering the opportunity to fully utilize my skills

KEY STRENGTHS

- Flexible and quick to learn.
- Excellent interpersonal and communication skills.
- Ability to liaise and interact with people of all levels.
- Goal setting and self-driven.
- Pleasant and firm personality.
- Ability to work within a multi-cultural organization like U.O.N.

EDUCATION BACKGROUND

1969 - 1975 - Primary School, C.P.E.
2009 - Secondary Education, K.C.S.E.

WORK EXPERIENCE

1981 - 1984 - Cleaner, University of Nairobi.
1985 to date (27 years) - Copy typist, University of Nairobi, (SWA)
Staff performance appraisal 2010/2011 - Exceed expectation

Staff performance appraisal 2008/2009 -Exceed expectations.
Staff performance appraisal 2007/2008 - meet expectations.
Staff performance appraisal 2005/2006 -Good
Staff performance appraisal 2004/2005 -Good
Recognized as one of the best worker for two consecutive years 1997/98

PROFESSIONAL: SECRETARY

Typewriting	-	III
Office Management	-	III
Business English	-	II
Commerce	-	II
Officer Practice	-	II
Secretarial duties	-	II
Short Speed	-	80 W.P.M
Computer	-	in Computer operating system - Good 'A'
Computer	-	in Ms Word, Excel, Power point & Internet
Certificate	-	of participation in Secretarial skills & development
Certificate	-	in attendance in Catering & Accommodation

INTEREST

- Traveling
- Reading news papers
- Attending seminars
- Attending church

Prepared in January 2011