

RICULUM VITAE

CATHERINE KATUMBI MUSYOKA

P.O. BOX 19676 00202

NAIROBI

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PERSONAL INFORMATION

Date of Birth : October 2, 1974
Nationality : Kenyan
Marital Status : Married
Mobile No. : 0723320075
No. of Children : Two
Religion : Christian
Languages : English, Swahili, Sign Language

CAREER OBJECTIVES

Strive for excellence in every aspect of work

EDUCATIONAL BACKGROUND

1981 – 1989

Kwatombe Primary School

Kenya Certificate of Primary Education

419 Marks

1990 – 1993

Matungulu Girls Secondary School

Kenya Certificate of Secondary Education

Mean Grade C Plain



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Commerce II

Secretarial Duties II (Distinction I)

Office Management III

Shorthand 100 WPM

Typewriting 50 WPM (First Class)

Office Practice II

COMPUTER COURSES

Introduction MS Dos

Microsoft Word

Microsoft Excel

MS PowerPoint

Windows 95, 98, 2000

MS Publisher

OCCUPATIONAL EXPERIENCE

University of Nairobi – Principal's Office, CHS

Position: Secretary Grade B

Terms: Permanent

Period: October 2, 2009 to date

Duties

- Manning front office operations in the College Registrar's Office
- Calling and receiving telephone calls
- Typing letters, memos and minutes
- Preparing the performance contract returns
- Managing the PCMIS system
- Managing confidential documents
- Managing Registrar's Office Diary
- Issuing various forms e.g. work tickets, leave forms, house to office forms,

- Ensuring security of office documents and equipment
- Handling and managing office petty cash
- Supervise Junior Staff e.g. Messengers and Cleaners
- Filing office correspondence
- Preparing notices for meetings and dispatching them to the members concerned
- Attending to students, staffs and stakeholders enquiries
- Replying to correspondence according to their priorities
- And any other duties assigned to me by Principal/College Registrar

University of Nairobi – SWA

Position: Assistant Secretary Grade A

Terms: Permanent

Period: August 2, 2004 – October 2, 2009

Duties

- Operating and handling the telephone
- Attending to Students, Staff and other stakeholders
- Typing
- Handling mails
- Organizing meetings
- Registration of students through HAMIS System
- Photocopying and scanning g documents
- Daily filling
- Faxing
- Handling petty cash
- Ensuring security of office

University of Nairobi – Principal’s Office, CBPS

Position: Assistant Secretary Grade A

Terms: Contract

Period: October 15, 2002 – August 1, 2004

Duties

- Operating and handling the telephone
- Attending to Students, Staff and other stakeholders
- Typing



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- Organizing College Functions
 - Photocopying and scanning g documents
 - Daily filling
 - Faxing
 - Handling petty cash
 - Ensuring security of office
-

OTHER SKILLS DEVELOPED

Effective communication and interpersonal skills

Ability to build and work as a team

Excellent knowledge of office machines and equipment

OTHERS COURSE

Public Relation and Customer Care course on November 2-13, 2009 at Government Training Institute, Baringo

- Concept of PR and Customer Care
 - Types of Organization Public
 - Managing corporate image
 - Managing Public and Customer Care
 - Role of Communication in PR and Customer Care
 - Ethics and Integrity
 - Corporate Social responsibility
 - Life Skills
 - Office Etiquette, Courtesy and grooming
 - Time Management
 - Performance Management and Vision 2030
 - Organization Culture and Change Management
 - ICT and E-Government
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WORKSHOPS/TRAININGS ATTENDED

- Training on Introduction to Computers and Operating Systems held on April 13-14, 2010 at CHS
- Performance contract training on March 24, 2011 at ICTC
- Workshop on the sensitization of the UON Secretaries on Anti Corruption Strategies on June 11, 2011 at the Council Chambers



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es and Central Administration on Basic Sign Language Skills

OTHERS

- A Protocol Officer of the University of Nairobi wef 2009 to date
 - Team Building, Enashipai, Naivasha , 2012
 - Secretariat to College Strategic Plan Committee period 2008-2013 and 2013-2018
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REFEREES

Dr. C. O. Olungah
University of Nairobi
Lecturer/Manager, LSHR Unit
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