

PERSONAL INFORMATION

NAME : CHRISTINE KAVUU NDAMBUKI
DATE OF BIRTH : 18TH FEBRUARY 1970
NATIONALITY : KENYAN
RELIGION : CHRISTIAN
MARITAL STATUS : MARRIED WITH CHILDREN
LANGUAGES : ENGLISH, SWAHILI, KAMBA
ADDRESS : P.O.BOX 1119, MACHAKOS
MOBILE : 0722 390 510
E-MAIL : cndambuki2004@yahoo.com

MISSION /OBJECTIVE :

To work in a challenging vibrant environment that encourages professionalism, development, creativity and adaption to changes in both technology and in the global business world.

EDUCATIONAL BACKGROUND

1984 – 1987: Katoloni Secondary School
1988 – 1989: St. Angela's Secondary School

EXAMINATIONS DONE AND PASSED

Certificate of Primary Education (C.P.E) - 30 Points
Kenya Certificate of Education (K.C.E) - Division II 30 Points
Kenya Advanced Certificate of Education (E.A.C.E) - 1 Principal, 2 Subsidiaries

PROFESSIONAL QUALIFICATIONS

1. **1990 – 1993:** **FULL SECREARIAL COURSE AT THE KENYA POLYTECHNIC**

Subjects done and passed:

Type writing (50 W.P.M.)
Business English III
Public & Human Relations
Office Administration & Management
Management Information Systems
Entrepreneurship Education
Accounting
Commercial & Administrative Law
Trade Area Project

ship Project

lish III

ce II

gement III

Commerce II

Secretarial Duties II

PITMAN EXAMS Shorthand Advanced (120 W.P.M.)
Type Writing ó Advanced (50 W.P.M.)

2. 2007 – 2008: **DIPLOMA IN GUIDANCE & COUNCELLING**

- Ms. Dos
- Windows
- Word Processing
- Ms. Word ó Database
- Ms. Excel ó Spreadsheets
- Ms. Access
- E-Mail

INDUSTRIAL EXPERIENCE

1994 – 1995 : Worked for WACO Trading Agencies, Nairobi

1996 – 2004 : University of Nairobi, College of Agriculture and Veterinary Sciences,
Institute of Dryland, Research, Development & Utilization (IDRDU)

2004 – February 2012: School of Journalism & Mass Communication

February 2012 – To date: Faculty of Arts, Department of Psychology

HOBBIES

Reading, Travelling and Out-door games

REFEREES:

1. Prof. Priscilla W. Kariuki
Chair
University of Nairobi, Faculty of Arts
Department of Psychology
P.O. Box 30197-00100
NAIROBI
0722-721507
2. Dr. Wambui Kiai
Director
University of Nairobi
School of Journalism & Mass Communication
P.O. Box 30197-00100
NAIROBI



*Your complimentary
use period has ended.
Thank you for using
PDF Complete.*

[Click Here to upgrade to
Unlimited Pages and Expanded Features](#)

College of Agriculture & Veterinary Sciences
P.O. Box 30197-00100
NAIROBI
0722-622347