

CURRICULUM VITAE

CAROLYNE KALEKYE NTHIW'A
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PERSONAL INFORMATION:

Marital Status : Married
Nationality : Kenyan
Date of Birth : 1984
Religion : Christian
Language : English, Swahili, Kikamba

CAREER OBJECTIVES: To gain a wealth of experience for the advancement of my career and to use the acquired experience and skills to make a significant and lasting contribution to the organization.

To remain committed in providing quality services for immense growth and resounding results.

To be a productive employee by exhibiting a virtue of hard work, responsibility and dynamism.

EDUCATION:

2007 – 2009: Machakos Technical Training Institute:
Diploma in Secretarial Studies.

2008 – 2009: Kenya National Examination Council (KNEC)
stage 1, 11 and 111 in Single and Group Exams.

Commerce 11 - Credit
Secretarial Duties 11 - Credit
Office Management 111 - Credit
Typewriting 111 (50 wpm) - Credit
Business English 111 - Credit
Shorthand 11 (80wpm) - Distinction

2000 – 2003: Inyokoni Secondary School
Kenya Certificate of Secondary Education (KCSE)
Grade: C (plain)

1992 – 1999: Kikoko Girls Primary School
Kenya Certificate of Primary Education (KCPE)
430 marks

January – March 2010: St Mulumba Computer Institute
Certificate in Computer Packages (MS word, Ms Excel, Ms
Dos, Ms Power point, Internet and Email)

CAPABILITIES: A good team player and self-motivated.
Capable of working under challenging environment.

WORK EXPERIENCE: **February 2016 up-to-date:** University of Nairobi as a Secretary in Central Administration.

November 2013 – January 2016: Mount Kenya University as an Administrative Assistant in the Marketing Department.

July 2012 – October 2013: Jodan College of Technology as a Secretarial Tutor.

May 2010 – April 2012: Hemland College as a Secretarial Tutor.

2008: Worked as a Secretary at Precious Blood Secondary School for a duration of 4 (four) months.

PERSONAL ATTRIBUTE: Good interpersonal relation
Dynamic and results oriented
Ability to work under minimal supervision

HOBBIES: Reading journals
Charity work
Travelling

REFEREES:

Mr. L Mbindyo
Machakos Technical Training Institute
P O Box 136, MACHAKOS.
Telephone: 0722828826

Mr. Jackson,
Precious Blood Secondary School,
Telephone: 0711996791

Mr. Boniface Murigi
Mount Kenya University
P O Box 342, THIKA
Telephone: 0721779133