

## **CURRICULUM VITAE**

### **PERSONAL DETAILS**

NAME: Consilia Awuor Ahenda

ADDRESS: The University of Nairobi

P.O. Box 30197-00100

ID NO: 21822756

DATE OF BIRTH: 12/12/1976

PHONE NUMBER: 0722414638

EMAIL ADDRESS: ahendaconnie@yahoo.com

MARITAL STATUS: married

LANGUAGES: English, Kiswahili and Dholuo

RELIGION: Christian

SEX: Female

NATIONALITY: Kenyan

### **PROFILE**

Able to combine knowledge and skills, recognize problems, make choices, implement decisions and makes a good team player.

### **HOBBIES**

Travelling, Attending church activities, Singing, Playing Volleyball and Reading.

## **EDUCATION BACKGROUND**

### **COLLEGE**

**GRAFFINS COLLEGE**

2009: DIPLOMA IN FRONT OFFICE MANAGMENT

### **HIGH SCHOOL**

1995-1998: KAYOLE SECONDARY SCHOOL

**PRIMARY SCHOOL**

1987-1994: LIGALA PRIMARY SCHOOL

**COMPUTER LITERACY:**

Have skills in: Ms Word, Ms excel, Ms Access, Ms Power point and Internet and Emails.

**EMPLOYMENT BACKGROUND**

2010 March-To Date: Working at the University of Nairobi.

**DUTIES**

Receiving and making calls both locally and internationally.

Connecting calls to their relevant extensions.

Helping callers with difficulties.

Reporting faulty lines and extensions to technicians.

**REEFERIES**

FREDRICK ADERO

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