

## **PERSONAL DETAILS**

NAME: CHRISTINE WANGA MAERO  
GENDER: FEMALE  
AGE: 27  
DEPARTMENT: PRINCIPAL'S OFFICE  
NATIONALITY: KENYAN  
RELIGION: CHRISTIAN  
MARITAL STATUS: MARRIED  
TELEPHONE: 072846473/0729857339  
LANGUAGE: ENGLISH/KISWAHILI/LUHYA  
ADDRESS: 30197 - 00100

## **ACADEMIC BACKGROUND**

Jan 2006 – Dec 2006: Wonder Camp Centre for ICT

- Introduction to computer
- Ms. Dos.
- Microsoft Windows
- Ms. Word
- Ms. Excel
- Ms. Access
- Internet & E-mail

2007 – 2009 Kabete Technical Training Institute

Diploma in Secretarial Studies

2008 – 2008 Certificate in Secretarial Studies

2002 – 2005 Mumias Muslim Girls High School

Grade Attained C (Plain)

## **AMBITIONS AND OBJECTIVE**

To work in a challenging environment so as to sharpen my secretarial skills

To be at the core of provision of office duties solutions to the world in general and my country in particular.

To secure a position in a reputable organization where I will add value to the firm by utilizing my knowledge and skills to maximum/creating new ideas in line with my job for the benefit of the organization.

## **SELF ASSESSMENT**

- Very creative
- A team player
- Self starter
- Ability to lead and pass on knowledge and skills to others
- Ability to work under pressure and complete deadlines without supervision
- Enjoys challenges

## **SEMINAR/WORKSHOPS**

Jan 10<sup>th</sup> -11<sup>th</sup> 2013:                      Attended Public Relation, Customer service and Communication Skills. (Lincoln Consulting Limited)

Jan 25<sup>th</sup> – 2013:                              Attended training in Record Management (UON)

## **PROFESSIONAL EXPERIENCE**

Aug 2008 – Jan 2009:                      **(Secretary)** - Kenya Post Office Savings Bank

- Performing messengerial duties
- Booking appointments for the boss
- Making, receiving and directing telephone calls
- Filing
- Customer service
- Typing correspondence

July 2009 – August 2011: **(Secretary)** – Manugraph Printing Technology

- Proper filing of documents
- Drafting and typing and month reports and other documents
- Checking in and out guests
- Ensured all working machines/equipments are in proper condition.
- Ensures all correspondence are done in time
- Running the managers diary
- Performing all other duties assigned to me by management

April 2012 – Nov. 2012 University of Nairobi – Department of Biochemistry

**(Secretary)**

- Attending to enquiries and telephone calls and assisting the Chairman and other members of staff in handling of departmental messages.
- Ensuring work flow of activities through planning and organizing the office
- Assist in compiling student results
- Receiving, preparing and sending out correspondence to various destinations
- Establishing and maintaining confidential record related to the employees
- Filling of staff movement advice for employees on new appointments, termination or leave.
- Organizing and preparing for meetings and appointments
- Arranging/organize for workshops and seminars
- Facilitating administrative logistics for lecturers and students
- Any other duties assigned to me by the Chairman of the department.

Nov. 2013 – To date:                   **(Secretary)** – University of Nairobi – Principal’s Office

- Ensuring all correspondence are done in good time
- Typing memos
- Checking in and out guests
- Filing
- Answering phone calls
- Maintaining office cleanliness
- Establishing and maintaining confidential records
- Booking appointments for the boss
- Customer care
- Any other duties assigned to me by the Principal.

### **KEY RESPONSIBILITIES:**

Served as a Vice-Chairperson at the Electrical Commission of Kabete Technical Training Institute from 2007 – 2009

Served as a class representative from 2009 – 2007

### **COMMUNICATION**

Communicates well both orally and in writing

Relates well with people from different cultures and background

### **HOBBIES**

- Enjoy reading inspirational books ie. Think Big by Ben Carson
- Like sports
- Travelling
- Listening to music
- Meeting people of different diverse cultures
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### **REFEREES**

1. Ms. Judith Odhiambo  
Lecturer, Kabete Technical Training Institute  
P.O. Box 21090 – 00625  
Tel. 0720279581

2. The Human Resource Manager  
Kenya Post Office Savings Bank  
P.O. Box 30311  
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3. Mr. Benson Ombasa Monari  
Manugraph Printing Technology  
Tel. 0726931427  
P.O. Box 39787 – 00200  
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