

## RICULUM VITAE

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Marital status Married  
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### ACADEMIC BACKGROUND

1971- 1977 Certificate of Primary Education (CPE)  
Ngong Forest Primary School

1978 ó 1981 Kenya Certificate of Education (KCE)  
Nanyuki High School  
E.A.C.E. Div. III

### PROFESSIONAL QUALIFICATION

**1977– 1978** Associated Computer Services  
- **Computer Operating – I.C.L**  
- **Computer Operating – I.B.M.**

1979 - 1981 - Kenya Polytechnic ó Medical Secretarial

Subject	Stage I	Stage II	Stage III
Business English		Pass	
Secretarial Duties		Pass	
Typing		Credit	Pass
Office Practice		Credit	
Commerce		Pass	

### OTHERS

2005 In-Service Seminar for Secretaries - KSTC  
- Participation Certificate.

### WORK EXPERIENCE

August 1981 ó 1985 - Limuru Girls School - School Secretary/Typist

#### Responsibilities

- In charge of the Head teacher's office
- Typing Exams, Leaving Certificates, outgoing letters, internal memos, Minutes etc.
- In-charge of students files from form 1 to 6.

al Research Institute (KEMRI)

Responsibilities

- In-charge of Staff Clinic Medical Record Files
- Typing referral letters for patients
- Secretarial work regarding the clinic
- Filtering Patients
- In-charge of Stores Records.

1989 - 2007

Kenya Science Teachers College (KSTC)  
Typist/Secretary.

Worked for the following officers and departments:

Deputy Principal, Registrar, Finance Officer, Catering Officer, Security Officer, Maintenance Officer, Procurement Officer, Transport Officer, Industrial Education, Physics, Biology, Environmental Science, Library Science.

Responsibilities

- Typing of examinations, memos, letters, minutes for the above mentioned departments.
- Handling incoming and outgoing calls.
- In charge of filing system in the department.
- Maintaining diploma students filing system.
- Photocopying of office documents.
- Relieving the Telephone Operator when she is out.

November 2007  
to date

Kenya Science Campus (KSC)  
Secretary ó Typist ó Finance Office

**Working for the following Officers/Offices:**

Associate Dean Science, Account, Security, Library, Maintenance and Stores.

Responsibilities

- Drafting and typing letters, memos and other Finance related work.
- Filing systems in the departments
- Handling incoming mails and calls
- Making sure that all the outgoing mails/messages are delivered to the correct destinations.
- Ensure that the offices are clean and neat.
- Handling old students filing system.
- Preparing and typing Academic Transcripts for old students
- Handling admission of Bridging students and issuance of their certificates.

admission of Diploma in ICT and their record

- Relieving the Operator when not on duty.
- Relieving the Deputy Principal's Secretary when called upon.

### **HOBBIES**

Listening to local music.

Repair and servicing of vehicles in my free time.

Part time farming.

### **REFEREES**

1. Prof. I Jumba  
Deputy Principal  
Kenya Science Campus
2. Prof. B. Aduda  
Associate Dean, Science  
Kenya Science Campus
3. Mrs. G. Mzee  
Assistant Registrar  
Kenya Science Campus
4. Pastor Harrison Waigwa  
P.C.E.A. Waithaka Parish