

CURRICULUM VITAE

NAME: DIANROSE IVATI

DATE OF BIRTH: OCTOBER 24, 1964

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BIOGRAPHY

Dianrose Ivati is a Senior Secretary in the University of Nairobi, Quality Assurance Section, Academic Division with effect from September 14, 2020. A trained Secretary who has diligently served the University since September 1, 1988 in the Central Examination Centre for the last 33 years. She rose through the ranks from Copy Typist to Senior Secretary. Loves working in a challenging environment that will enable her to utilize her skills and learn more to maximum productivity. Notably, she effectively acquired strong interpersonal skills in customer service, corporate communications, became a good team player and can work under pressure with minimum or no supervision, effectively ensuring deadlines are well met.

WORK EXPERIENCE

September 14, 2020 to date	Senior Secretary, Quality Assurance Section, Academic Division.
September 1, 1988 – September 13, 2020	Senior Secretary Central Examinations Centre
July 1986 – August 1988	Secretary/Clerk Devchard Kimchard Co. Ltd.

PROMOTION

June 13, 2018	Senior Secretary, Central Examinations Centre Academic Division.
March 27, 2013	Assistant Senior Secretary, Central Examination Centre Academic Division.
May 21, 2009	Secretary, Central Examinations Centre Academic Division.
October 16, 1999	Assistant Secretary Central Examinations Centre Academic Division.
November 23, 1989	Copy Typist - Permanent terms Central Examinations Centre, Academic Division.
September 1, 1988	Copy Typist - Contract terms Central Examinations Centre, Academic Division

EDUCATION

1980 - 1984	Ukamba Secondary School (KCSE)
1973 – 1979	Kathithyamaa Primary School (KCPE)

PROFESSIONAL TRAINING

January 1985 – June 1986/etc	Reeswood Secretarial College/Rolima Secretarial College ➤ Shorthand III (120 wpm)
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	<ul style="list-style-type: none"> ➤ Personnel Management III ➤ English for Business Communication III ➤ Office Management III ➤ Commerce II ➤ Advanced Typing III (50 wpm) ➤ English Language (NCE) II ➤ Secretarial duties II ➤ Office Practice II ➤ 2003: Computer packages
Computer Packages	University of Nairobi
	<ul style="list-style-type: none"> ➤ Introduction to Computer & Windows 2000/PX ➤ Microsoft Word ➤ Microsoft Excel ➤ Microsoft Access
Skills and Competencies	<ul style="list-style-type: none"> ➤ Computing ➤ Customer Care ➤ Public Relations.
WORKSHOPS/SEMINARS/SYMPOSIA ATTENDED .	
November 12 – 14, 2013 Central Catering Unit (CCU)	➤ Seminar for University Secretarial Staff “Illumination the Real manager behind the Boss” by Blane’s Business School
March 2013 Central Examination Centre	➤ ISO Sensitization By Director, ICT.
February 2, 2013 Central Examination Centre	➤ M-Pesa Pay Bill. By Director, ICT.
May 8 – 10, 2012 Central Examination Centre	➤ First Aid Sensitization By Office Manager, UON
April 19, 2012 Jomo Kenyatta Memorial Library (Maktaba Hall)	➤ Records Management Workshop
August 4 -7, 2011 Midland Hotel - NAKURU	➤ Developing & Sustaining World Class Academic Programmes – workshop
June 11, 2011 UON – Main Campus	➤ Sensitization on Anti-Corruption Strategies – (Champion) workshop
September 14, 2010 UON, Chiromo Campus	➤ Records management & Corruption Prevention in LLT
2009 UON - JKML (Maktaba Hall 1)	➤ ISO Sensitization
April 4, 2009 UON – Central Catering Unit (CCU)	➤ Training on Customer Care – Front Office
November 15, 2007 Chiromo Campus	➤ Students Management Information systems (SMIS) By Director, ICT
October 28 – 30, 2007 K.C.B. Management Centre –Karen	➤ Quality Service & Effective Customer Care towards a World Class University.

November 16, 2021