

CURRICULUM VITAE

PERSONAL DETAILS

Name: Doris Kawira Mboroga
Date of Birth: 15—10—1982
Address: 113-00614, Wangige
Contact: Phone: 0704 367056
Email: doris.mborogal@gmail.com
Gender: Female
Religion: Christian
Marital Status: Married
Language Spoken: English, Kiswahli, Kimeru

PROFILE

CAREER OBJECTIVES

To be a dedicated business developer and technology expert aiming at higher goals in life and being a useful person in the society as well as being self-motivated in achieving goals in any undertaking in life and in an organization.

PERSONAL PROFILE

- A person of good character, responsible and hardworking
- Friendly thus creating an environment for interactions and sociability
- I am dependable and reliable

SKILLS

- Time manageability to meet deadlines
- Work well in a team
- Good communication skills
- Good records skills

ABILITIES

- To utilize resources to the maximum
- To work with minimum supervision and meet set targets
- Able to work long hours depending on assignment/task
- To perform all administrative and clerical duties

ACADEMIC BACKGROUND

INOORERO UNIVERSITY

Diploma in Archives and Records Management

NKUENE GIRLS HIGH SCHOOL

Kenya Certificate of Secondary Education (KCSE)

CAREER EXPERIENCE

1st Feb – 4th May 2018 CHUNA SACCO SOCIETY LTD (UoN)

Roles Played.--

- Updated Members Personal Accounts (MPAS)
- Filing procedures, registry operations and management
- Customer care services concerning Sacco members
- Loan Appraisal, disbursement and recovery processes
- Dividends computations
- General duties in FOSA and in Accounts Office

Jan 2008 — 31st Dec 2017 BAIYA ENTERPRISES

Work Done

Records Clerk — Casual

2nd July 2018 to Date

KENYA NATIONAL ARCHIVES

Duties

- Filing procedures
- Data entries
- Registry operations and management

HOBBIES

- Adventures
- Watching football
- Socializing with people

REFEREES

Director

Kenya National Archives and Documentation

P.O Box 49210-00100,

NAIROBI

Manager

CHUNA SACCO

University of Nairobi

P.O Box 301 97-00100.

NAIROBI

