

Dorothy Muthina Iseu
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PERSONAL DETAILS

Date of birth: July 1984
Gender: Female
Marital status: Married
Nationality: Kenyan
Languages: English, Kiswahili, Kamba

PERSONAL ATTRIBUTES

I am a proactive, aggressive, flexible and a dedicated team player with good communication and interpersonal skills.

CAREER OBJECTIVES

1. To be an asset in challenging position in an organization that allows full utilization and development of my skills.
2. To advance to a situation calling for total dedication, hard work, creativity and decision making.

EDUCATION BACKGROUND

UNIVERSITY EDUCATION:

University Attended : University of Nairobi
Period : 2004 - 2008
Degree Course : BSc Agriculture (Economics Option)
Degree Class : 2nd Class Honours, Upper Division

Courses majored

- Marketing
- Micro and macro-economics
- Natural resource management
- Firm management and production economics
- Quantitative analysis
- Environmental management
- Rural development
- Project planning and analysis
- Crop and animal production

SECONDARY SCHOOL EDUCATION:

School Attended : Machakos Girls' High School
Period : 1999 – 2002
Grade Attained : KCSE Grade B+

PRIMARY SCHOOL EDUCATION:

School Attended : Kithuia Primary School
Period : 1991 – 1998

PROFESSIONAL TRAINING

2012 CPA 2

Examining body: KASNEB
Waiting for results

2011 CPA 1

Examining body: KASNEB
Grade: Pass

2009 Organic farming and EM technology

Institution attended: KOAETEC institute

WORK EXPERIENCE

1. HNDV CHARITABLE TRUST

Position : Project officer

Period : June 2009 –December 2011

Key responsibilities

- Supervising and coordinating project activities including open field farming, shade house farming, greenhouse farming and brick making.
- Training the community on sustainable agriculture.
- Carrying out extension work in the project.
- Assessing and planning the project

2. AGRICULTURAL FINANCE CORPORATION (AFC)

Position : Intern

Period : July – September 2007

Department: Loans

Key responsibilities

- Interviewing clients
- Carrying out farm visits and farmers trainings
- Preparation of Appraisal Reports
- Recommendation of eligible loanees to the Loans Advisory Committee

3. KYUNA ACADEMY

Position: Science and Mathematics Teacher

Period: September – October 2005

4. ELECTORAL COMMISSION OF KENYA (ECK)

Position: Polling clerk

Period: November – December 2007

Responsibility- To ensure proper identification of voters and tallying of ballot papers after the polls.

Computer skills and competences

Good command of word processors, Microsoft Excel, Powerpoint and internet through extensive use of computers and training.

Social skills and competences

- Ability to meet deadlines
- Goal/ target focused
- Team player with an open mind.

Leadership and organizational skills

- Treasurer of UKCCU (Upper Kabete Campus Christian Union) for one year
- Vice- Secretary for UKCCU for one year
- Prayer co-ordinator at Machakos Girls High School

HOBBIES

- Singing
- Travelling
- Socializing

REFEREES

1. Mr. Philip Mutai
Agricultural project coordinator
P.O. Box 14320-20100
Nakuuru.
Cell phone:0722-942307
Email:philipmutai2003@yahoo.com

2. Mr. Jackson Musau
Technical officer AFC (Machakos Branch)
P.o Box 1584,
Machakos
Cell phone: 0720-305487

3. Mr. Joseph M. Ndutu
Lecturer Soil Science Department (UON)
P.o Box 312 – 00242,
Kitengela
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