

CURRICULUM VITAE

Esther W. Mbugua
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WORK OBJECTIVES

Build and develop a career in office management with strong communication skills that are pre-requisite for good office administration.

WORK DETAILS

Currently working as a Secretary in Principal's Office
College of Humanities and Social Sciences

PROFESSIONAL QUALIFICATIONS

March 1988-April 1990: Kiambu Institute of Science and Technology

SUBJECT	STAGE
Office Management	III
Business English	III
Typewriting	III
Commerce	II
Office Practice	II
Secretarial Duties	II
Shorthand	I

JULY 1992-SEPT, 1993

Shorthand	120 wpm
Shorthand	100 wpm

AVENUE SECRETARIAL COLLEGE

JUNE 1994

Word Perfect 5.1	Atomstyle Computer Application
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SEPTEMBER 2004

Data Processing	Access
Spreadsheet	Excel

BLANES COLLEGE

EDUCATION BACKGROUND

1983-1986 Kambui Girls High School

1976-1982 Wambaa Primary School , Kikuyu

WORK EXPERIENCE

March 1990 – August 1990	Kikuyu Commercial College	Secretary
November 1990-Feb. 1991	Ministry of Finance	Secretary
Feb. 1991 – to date	University of Nairobi	Secretary