

CURRICULUM VITAE

PERSONAL DETAILS

Name : Eunice Kavindu Kimengu
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Date of birth : 1981
Nationality : Kenyan
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CAREER OBJECTIVE

To employ the vast acquired skill in management to develop lasting business solution and enhance my entrepreneurship skills

EDUCATION BACKGROUND

YEAR	:	COURSE
Currently	:	Moi University B.sc in information Science
2009 - 2010	:	University of Nairobi

Diploma in Information Studies

2000 - 2003 : Technical University of Kenya
Diploma in Printing Technology

1996 - 1999 : Katangi High School
Kenya Certificate of Secondary Education (K.C.S.E)

1988 - 1995 : Muusini Primary School
Kenya Certificate of Primary Education (K.C.P.E)

PROFESSIONAL QUALIFICATION

2000 – 2003 : Diploma in Printing Technology
Kenya Polytechnic
Pass

2009 – 2010 : Diploma in Information Studies
University of Nairobi
Credit

COMPUTER

LITERACY 2013 : Certificate in computer packages

WORK EXPERIENCE

2001 January –September: Star Bright Services

Duties

Print finishing section

- Operating a guillotine machine for cutting paper to the required sizes
- Trimming of finished books
- Binding documents in different type of binding e.g. Half binding, Full binding
Cut flush, Quarter binding
- Operating a saddle stitching machine
- Operating hot melt binder
- Packaging of finished products

2003 - 2009: University of Nairobi, Library Department, Bindery section Binding Assistant

Duties

- Repair of worn out Library books
- Binding of students theses
- Undertaking simple maintenance of the machines i.e. greasing oiling

2009- Todate : Promotion on position of Assistant Head Binder

Duties

- Deputizing the Head of section
- Work involves:-
- Binding of confidential jobs
- Allocating duties to staff members in the section
- Monitoring the individual daily output through supervision of statistics.
- Dispatching of finished work
- Receiving of binding work send to the section

CAREER DEVELOPMENT

I aspire to realize my full potential and be an excellent work through acquiring the relevant skills that will enable me work in challenging environment and achieve the excellent result.

KEY STRENGTH

Hardworking, Honest, Team player, Initiative, fast learner

HOBBIES

Sports, Reading, listening to music.