

CURRICULUM VITAE

ESTHER NYATICHI MERINYO

P.O. BOX 3480, KISII

TEL: 0720331988

PERSONAL DETAILS

NATIONALITY: Kenyan

DAE OF BIRTH: February 12, 1970

MARITAL STATUS: Married

LANGUAGES: English, Kiswahili, Kisii

EMAIL ADDRESS: essymeri@gmail.com

WORK EXPERIENCE

August 2008- Present	UNIVERSITY OF NAIROBI Assistant Executive Secretary – Procurement Department
1992-1996	Worked in Standard Chartered Bank as a Secretary
1996-2006	Worked in National Bank of Kenya , Kisii Branch
1991-1992	Worked at Koris Commercial College as a Secretarial Tutor

COURSES ATTENDED IN THE BANK

- Business Communication
- Customer Care
- Public Relations Programme
- Cashier/Passing Clerks Course
- Credit Analysis Course
- Business Calls Programme
- Selling Skills

DEPARTMENTS WORKED

- Manager's Office
- Machine Room
- Enquiries
- Customer Service
- Current Account
- Advances
- Cash
- Accounts
- Savings

COMMUNITY/ECONOMIC DEVELOPMENT ACTIVITIES

Development Committee member of Christ the King Kilgoris Catholic Church

PROFESSIONAL QUALIFICATIONS

ELIMU COMMERCIAL COLLEGE (1991 TO 1993)

Commerce I & II

Office Practice I & III

Office Management III

Secretarial Duties II

Shorthand I – III (120 WPM)

Business English I – III

Typewriting I – III

Diploma in Secretarial Management – Kenya Polytechnic College

RESPONSIBILITIES

- Head Prefect
- Entertainment Prefect
- Active member of the Institutions Drama Club

EDUCATION BACKGROUND

SECONDARY EDUCATION

1984 – 1987: Uganda Martyrs Ichuni Secondary School.

Sat for the Kenya Certificate of Secondary Education and attained Division II

RESPONSIBILITIES

- Head Prefect
- Games Captain
- Entertainment Prefect
- Class Prefect
- Participated in Co-curriculum activities including Volley ball and sports.

OTHER QUALIFICATIONS

Competent Driver in Classes B.C.E

INTERESTS

SOCIAL RESPONSIBILITIES

- Active member of my home Catholic Church

HOBBIES

- ❖ Solving puzzles
- ❖ Listening to Music
- ❖ Dancing
- ❖ Singing

REFEREES

Peter Nyabuti
MD Astra Insurance Co.
Dar-es-salaam
Tel: 0722514561
DAR-ES-SALAAM

Jeremiah Nthusi
Senior Procurement Manager
Kenya Bureau of Statistics
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Rosemary Obara
Chairperson
Gusii Water & Sanitation Co
Tel: 0727620133