

CURRICULUM VITAE

ESTHER NYATICHI MERINYO

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

UNIVERSITY OF NAIROBI

2021-Todate	Legal Office – Director, Legal & Corporate Board Services
2020-2021	Human Resource Office – Chief Personnel Officer, SWA
2020-2021	Finance Office SWA – Deputy Finance Officer,s Office
2017- 2020	Assistant Executive Secretary – Manager’s office Kenya Science
2008-2009	Assistant Executive Secretary - Director’s office
2008- 2014	Assistant Executive Secretary – Procurement Department
2014 - 2017	Assistant Executive Secretary – SMU Lower Kabete
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

PERSONAL DEVELOPMENT SKILLS

March 2017 - Leadership Skills by (John Maxwell Programme)

PROFESSIONAL BODY: KENYA NATIONAL SECRETARIES ASSOCIATION

Am a member of Kenya National Secretaries Association

DEPARTMENTS WORKED IN THE BANK

- 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 & II
 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

PRIMARY SCHOOL

1978- 1983: St Mary's Nyabururu Boarding Primary School

Sat for Kenya Certificate of Primary Education

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 - Volleyball
- 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 Christ the King
- Am a P.A at Asumbi Girls High School

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
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