

CURRICULUM VITAE

BIODATA

Name: Esther Muthoni Kahuro
Marital Status: Married
Languages: English, Swahili, Kikuyu
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PROFESSIONAL QUALIFICATION

May 2012 - *Ongoing* Bachelor of Business Administration
St Paul's University; Nairobi Campus

2008 Kenya Institute Management (KIM)
Advanced Certificate in Business Management

1992-1995 Kenya Polytechnic
Pursued a Diploma in Secretarial Studies Course and passed

ACADEMIC QUALIFICATIONS

1986 – 1987 Advanced Level (private)
KACE – 1987 - 1 princ. 3 Subs.

1982 – 1985 Tumutumu Girls High School
KCE – 1985 - Div. II

WORK EXPERIENCE

April 2007 to date COLLEGE OF BIOLOGICAL AND PHYSICAL
SCIENCES (CBPS)

October 2011 to date **Assistant Executive Secretary**
Office of the Principal,
College of Biological & Physical Sciences

Senior Secretary - (April 2010 – Oct. 2011)
Office of Director, School of Biological Sciences,

Senior Secretary – (April 2007 – April 2010)
Office of the College Bursar,
College of Biological & Physical Sciences

Nov. 1999 -April 2007

COLLEGE OF HEALTH SCIENCES
SCHOOL OF DENTAL SCIENCES

2005 – 2007: **Position: Assistant Senior Secretary:**
Office of the Chairman,
Department of Conservative and Prosthetic
Dentistry.

1997 – 2005: **Position: Assistant Senior Secretary:**
Office of the Chairman,
Dept. of Oral & Maxillofacial Surgery, Oral
Pathology and Radiology

February 1997
Nov.1999 **Position: Assistant Secretary:**
Office of the Chairman,
Dept. of Oral & Maxillofacial Surgery and Oral Pathology

OTHER SKILLS

- Undertaking a certificate course in BPO/ITES - UON – April – July 2013
- Certificates in Computer Skills - proficient use of Ms Office applications
(Excel, Access, Ms word, PowerPoint)
- Certificate in Customer Care Skills
- Certificate in Effective Minute Taking and Management
- Effective Records Management course
- First Aid Skills – St Johns

Referees:

- 1.) Professor Bernard O. Aduda
Principal,
College of Biological & Physical Sciences
P.O. Box 30197, NAIROBI
- 2.) Dr. Elijah Akunda
Director,
School of Biological and Physical Sciences,
College of Biological and Physical Sciences
P.O. Box 30197 – NAIROBI
- 3.) Mrs. Rosemary Omwandho
Assistant Registrar,
Office of DVC (RPE)
University of Nairobi
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