

CURRICULUM VITAE

PERSONAL DETAILS

NAME: ESTHER NJERI KAMAU
AGE: 50 YEARS
MARITAL STATUS: SINGLE MOTHER
MOBILE NO: 0721643513
ID. NO. 10880321

EDUCATIONAL BACKGROUND

1986-1989: LONDIANI GIRLS SECONDARY SCHOOL
KENYA CERTIFICATE OF SECONDARY EDUCATION
(KCSE)
1976-1985: PASSENGA PRIMARY SCHOOL
KENYA CERTIFICATE FOR PRIMARY EDUCATION (KCPE)

PROFESSIONAL BAKGROUND

2006: CLASSIC COMPUTER TRAINING
COMPUTER PACKAGES: - MS WORD
- MS EXCEL
- MS WINDOWS
1990-1991: KABETE TECHNICAL TRAINING INSTITUTE
CERTIFICATE IN ACOUNTANCY

WORK EXPERIENCE

1992 - TO DATE: ACCOUNTS CLERK GRADE III
UNIVERSITY OF NAIROBI, CAVS

RESPONSIBILITIES

- Receiving and banking revenue
- Preparing credit vouchers
- Preparing cashbook
- Preparing bank reconciliation statements
- Preparing casual wage payroll

HOBBIES

- Travelling
- Singing

REFEREES

1. Stephen K. Kimeli
Ag. Finance Officer
Koitalel Samoei University College
Mobile No.: 0720548681
2. Beatrice N. Muchichu
Internal Auditor
University Of Nairobi
Mobile No. 0721820379
3. Moses K. Musyoka
Ranch/Farm Manager
Kibwezi Dryland Field Station
Mobile No. 0721722808