

# ESTHER WAITHERERO MACHARIA

## CURRICULUM VITAE

<b>Personal details</b>	<p>Nationality: Kenyan</p> <p>Permanent address: P.O. BOX 90593, 00200 Nairobi, Kenya.</p> <p>E-Mail: <b>esther.macharia@uonbi.ac.ke</b></p> <p>Cell phone Number: <b>+254 722 601 780</b> <b>+254 020 318262 Ext. 28280</b></p>
<b>Educational Background</b>	<p><u>1968-1972: Gitura High School</u></p> <p>EACE(East African Certificate of Education)</p> <p>Certificate in Advanced level Typing (Kenyan College)</p> <p><i>Certificate in Computers (University of Nairobi-Nuclear Science).</i></p> <p><i>Attended training and workshops in various fields including</i></p> <ul style="list-style-type: none"><li>• <i>Anticorruption and Integrity Testing</i></li><li>• <i>Customer Care</i></li><li>• <i>Front office Management</i></li><li>• <i>ISO and Internal Quality Audit</i></li><li>• <i>Gender and Disability Mainstreaming in the Public Service</i></li><li>• <i>Safety in the work place</i></li><li>• <i>HIV/AIDS in the work place</i></li></ul>

<p><b>Languages Proficiency</b></p>	<table border="1"> <thead> <tr> <th></th> <th><b>English</b></th> <th><b>Swahili</b></th> </tr> </thead> <tbody> <tr> <td>Writting</td> <td>Excellent</td> <td>Excellent</td> </tr> <tr> <td>Reading</td> <td>Excellent</td> <td>Excellent</td> </tr> <tr> <td>Spoken</td> <td>Excellent</td> <td>Excellent</td> </tr> </tbody> </table>		<b>English</b>	<b>Swahili</b>	Writting	Excellent	Excellent	Reading	Excellent	Excellent	Spoken	Excellent	Excellent
	<b>English</b>	<b>Swahili</b>											
Writting	Excellent	Excellent											
Reading	Excellent	Excellent											
Spoken	Excellent	Excellent											
<p><b>Personal Profile</b></p>	<ul style="list-style-type: none"> <li>• Excellent organizational ability.</li> <li>• Self-driven, team player and a fast learner.</li> <li>• Results and quality oriented.</li> <li>• Creative and innovative.</li> <li>• Ability to meet strict deadlines and to work with minimal supervision.</li> <li>• High analytical skills.</li> <li>• Good leader with well developed interpersonal and technical skills.</li> </ul>												
<p><b>Work Experience</b></p>	<p>Joined the University of Nairobi in 1979,started work in the caretaker Department, moved to the Faculty of Arts and then admissions office</p> <p><b>1994-Current</b></p> <p>Assistant Secretary, Grade A (Admissions Office)</p> <p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Admission of foreign exchange students</li> <li>• Career guidance to parents and prospective students</li> <li>• Advising on eligibility for admission.</li> <li>• Front office management.</li> <li>• Customer care.</li> <li>• Procuring office supplies and stationeries.</li> </ul> <p>Familiar with all computer applications and programmes.</p>												

## Hobbies

- Interacting with students and parents
- Going to church
- Outdoor activities
- Music
- Traveling,

## Referees

Mr. Ben Waweru,  
Academic Registrar/Secretary, Joint Admissions Board,  
University of Nairobi,  
P.O Box 30197-00100,  
Nairobi.  
TEL: 0722825804,  
Email: [bmwaweru@uonbi.ac.ke](mailto:bmwaweru@uonbi.ac.ke)

Ms. Jane Horo,  
Deputy Registrar, Admissions Office,  
P.O Box 30179-00100,  
Nairobi.  
TEL: +254-020-318262 ext. 28280  
Email: [jhoru@uonbia.ac.ke](mailto:jhoru@uonbia.ac.ke)

Ms. Monica Ng`ang`a  
Assistant Registrar,  
P.O Box 103572-00101  
Nairobi  
TEL:0722 916 084  
Email: [ngendokim@uonbi.ac.ke](mailto:ngendokim@uonbi.ac.ke)

