

CURRICULUM VITAE

PERSONAL DETAILS

Name	Eric Were Wakhanu
Date of Birth	29 th March, 1963
Gender	Male
Marital Status	Married
Religion	Christian
Languages	English, Kiswahili, Luhya
Nationality	Kenyan
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ACADEMIC QUALIFICATIONS

1983	Chebuyusi High School Kenya Certificate of Secondary Education (KCSE)
1979	Navakholo Primary School Certificate of Primary Education (CPE)

PROFESSIONAL QUALIFICATIONS

2017	The Kenya Institute of Management (KIM) – (MOMBASA) Records Management Training
2015	Kenya School of Government (KSG) formerly - (K.I.A - KABETE) Fundamentals of Electronic Records Management for the Public Sectors
2006	Kenya Polytechnic Diploma in Archives and Records Management
2005	Kenya School of Government (KSG) formerly - (K.I.A) Computer Application for IPPD System Operatives
2004	Garden Hotel- Machakos Training Workshop for Registry Supervisors on Records Management
2003	Kenyatta International Conference Centre - (K.I.C.C) Training Course in Computer Appreciation for IPPD Operatives

2003	Kenya Institute of Highway & Building Technology – (K.I.H.B.T) Efficiency Seminar for Officers handling classified information materials
2002	National Security Intelligence Service (N.S.I.S) – (RUARAKA) Protective Security Seminar for Officers handling Classified records
2001	Kenya School of Government (KSG) formerly (K.I.A) Computer Application to Records Management
2001	Kenya Institute of Highway & Building Technology – (K.I.H.B.T) Capacity building seminar for Officers working in the registry
2001	Central Bank of Kenya – (C.B.K) Computer Training Appreciation & introduction to Computers
1995	Nyayo House Proficiency Course, Examination & Certificate for Clerical Officers

PERSONAL PROFILE

- I am a punctual and motivated individual who is able to work in a busy environment and produce high standards of work.
- I am dedicated and organized with excellent team work and ready to take instructions from All levels and build up good working relationships with all colleagues.
- I work well in a team but also on my own as I like to set myself goals or targets which I will achieve.
- I have good listening and communication skills. I have a creative mind and am always up for new challenges to come.
- I am able to work well under pressure and adhere to strict deadlines.
- I am well organized and always plan ahead to make sure I manage my time well.
- I am a professionally qualified with 20 years' experience in Records Keeping Management.

PERSONAL SUMMARY

- A document controller with a proven ability to establish and maintain an effective filing and archiving system for paper documents, electronic documents and files in accordance with company/Institution and archiving procedures .
- Possessing extensive knowledge of records Management procedures and filing systems including Classification and Indexing.
- Aid people in retrieving information.

KEY SKILLS AND COMPETENCIES

- Passion and commitment to quality work & service performance
- Excellent organizational, planning skills

- Computer literacy
- Good interpersonal skills
- Good communication skills.
- Decision Making
- Time Management
- High level Integrity
- able to archive & boxing semi-current records to a record Centre
- Computer literate.

SPECIFIC DUTIES & RESPONSIBILITIES

- Record all mails and files received in the unit before submission to the relevant departments
- process all incoming and outgoing correspondences
- Accurately record, file and distribute all inward and outward correspondence to the relevant officers;
- Accurately store, arrange, classify & index records for easy of references & access of information;
- facilitating the development of filing systems, and maintaining them to meet administrative, legal and financial requirements;
- Assist in the development of filing systems and maintain both electronic and paper-based files in the institution;
- ensure Semi-current records are archived and properly labeled, easily located; for access & retrieval
- advising on and implementing new records management policies and classification systems;
- Prepare and maintain registers of all the departments;
- enabling appropriate access to information;
- Assist in the preparation of reports on files for disposal;
- Assist staff with requests to locate and retrieve documents that had been archived;
- Repair torn files to ensure order and safeguard all institution documents;
- Training and advising staff in other departments on proper management of their records and information.
- Maintain records inventory/file census or file stock in every department
- Ensure the registry is orderly, clean and tidy
- preserving corporate/institution memory and heritage;
- any other duties as may be assigned from time to time;

WORK EXPERIENCE

- March 2015 – to date – University of Nairobi – Centre for Self-Sponsored Programmes (CESSP) Finance Registry,
- 2012 – 2015 University of Nairobi Enterprises & Services,(UNES) Finance Registry- as Registry Clerk
- 2006 – 2012 Ministry of Housing, Personnel Registry – as Senior Clerical Officer
- 2003 – 2006 State House, Secret Registry – as Senior Clerical Officer- (Acting Records Management Officer III)
- 1997 – 2002 State House, Personnel Registry – as Senior Clerical Officer
- 1991 – 1996 Office of the President – Open/Main Registry – as Higher Clerical Officer
- 1988 – 1990 State House – Personnel Registry – as Clerical Officer

NATIONAL DUTIES

- 1990 – participated in the task force for Head – count of Nairobi City Council (NCC) staffs at City Hall
- 1990 – participated in the National Population Census, (Nairobi Province)

INFORMATION COMMUNICATION TECHNOLOGY – (ICT)/COMPUTER SKILLS

- 2015 – Fundamentals of Electronic Records Management for the Public Sectors – at Kenya School of Government – (KSG), formerly Kenya Institute of Administration (KIA) lower Kabete
- 2005 – Computer Application for IPPD System Operatives, organized by Directorate of Personnel Management (DPM), – at Kenya School of Government – (KSG), formerly Kenya Institute of Administration (KIA) lower Kabete
- 2003 – Training Course in Computer Appreciation for IPPD System Operatives, organized by Directorate of Personnel Management (DPM) – at KICC.
- 2001 – Computer Application to Records Management, organized by Kenya School of Government – (KSG), formerly Kenya Institute of Administration (KIA) lower Kabete
- 2001 – Computer Training, organized by the Central Bank of Kenya – (CBK) at Nairobi.

HOBBIES

- Playing & watching football
- Playing & watching volleyball
- Traveling & making friends
- Reading Newspapers, Magazines & Novels
- Listening to radio programs
- Watching T.V programs, News
- Playing & dancing music
- Socializing

REFEREES';

- 1) Mrs. Jacqueline Wasinda
Cell-phone 0720 365 700
- 2) Mr. Joel K. Terer
Cell- phone – 0722 767 206
- 3) Mrs. Joanne A. Bugo
Cell-phone – 0720 255 095
- 4) Mr. Ezekiel C.V. Too
Cell-phone – 0722 682 813
- 5) Mr. Henry N. Nguti
Cell- phone – 0725 328 403