

CURRICULUM VITAE

EMMA WAMBUI MWANGI

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OBJECTIVE

To develop my career as a Secretary with competence, accountability and professionalism.

PROFILE

- Self-motivated, result-oriented person who believes in meeting set objectives
 - Ability to adapt well to different situations and environment
 - Team Player
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PERSONAL DETAILS

Gender: Female
Marital Status: Single
Nationality: Kenyan
Languages: English, Kiswahili, Gikuyu,

ACADEMIC QUALIFICATIONS

- Bachelor of Psychology (2009)
University of Nairobi (Upper Second)
- Diploma in Human Resource Management, University of Nairobi (2005)

PROFESSIONAL CERTIFICATION

- Single and Group certificates in Secretarial courses as follows:

Typewriting Stage III (50 w.p.m)
Shorthand Stage III (120 w.p.m)
Business English Stage III
Office Management Stage III
Secretarial Duties II
Commerce II
Office practice II

COMPUTER PROFICIENCY

- MS Word
 - Data Base
 - Lotus 1-2-3
 - Excel
 - Anti-virus tools
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EDUCATION BACKGROUND

1977 – 1980: Kenya Certificate of Education (KCE)

1970 – 1977: Certificate of Primary Education

WORKING EXPERIENCE:

2016 to date: Executive Secretary II, Internal Audit Department

Duties and Responsibilities:

- Filing and retrieving documents
- Drafting routine correspondence
- Attending to telephone calls
- Guiding and supervising junior staff
- Handling incoming and outgoing mail
- Organizing meetings
- Attend meetings of Departmental Performance Contract

- Attending to internal and external customers
- Routing mail to different sections as necessary
- Ensuring confidentiality of documents
- Maintaining office diary
- Making travel arrangements as maybe necessary
- Typing
- Ensuring cleanliness in the office
- Ensuring there is stationery for office use
- Any other duties as may be assigned

2011 to 2016: Senior Assistant Executive Secretary Grade F, Finance Department

Duties and Responsibilities:

- Filing and retrieving documents
- Attending to telephone calls
- Guiding and supervising junior staff
- Handling incoming and outgoing mail
- Organizing meetings
- Attending to internal and external customers
- Handling confirmation issues from banks
- Routing mail to different sections as necessary
- Ensuring confidentiality of documents
- Maintaining office diary
- Making travel arrangements as maybe necessary
- Typing
- Ensuring cleanliness in the office
- Any other duties as may be assigned

April 2004 to 2011: Assistant Executive Secretary Grade E, Finance Department

Duties and Responsibilities

- Filing and retrieving documents
- Attending to telephone calls
- Guiding and supervising junior staff
- Handling incoming and outgoing mail
- Organizing meetings
- Attending to internal and external customers
- Handling confirmation issues from banks
- Routing mail to different sections as necessary
- Ensuring confidentiality of documents
- Maintaining office diary
- Making travel arrangements as maybe necessary
- Typing

- Ensuring cleanliness in the office
- Any other duties as may be assigned

2002 – 2004: Assistant Executive Secretary Grade E, Vice Chancellor’s Office, University of Nairobi

Duties and responsibilities

- Attending to internal and external customers
- Making travel arrangements
- Organizing meetings
- Drafting routine correspondence
- Handling routine administrative tasks
- Maintaining the office diary
- Taking charge of documents/files including classified material
- Ensuring confidentiality of all documents
- Maintaining office petty cash
- Guiding and supervising office support staff
- Making/receiving telephone calls
- Handling incoming and outgoing mail
- Any other duties assigned to me

1998 – 2002 Senior Secretary Grade D, Office of DVC (A & F), University of Nairobi

Duties and Responsibilities

- Attending to customers/visitors
- Organizing meetings
- Receiving and making calls
- Maintaining office diary
- Making travel arrangements
- Handling incoming/outgoing mail
- Drafting routine correspondence
- Filing and retrieving documents
- Guiding and supervising office support staff
- Ensuring confidentiality of all documents
- Any other duties assigned to me

1996 – 1998: Senior Secretary Grade D, Principal’s Office, College of Architecture and Engineering

Duties and Responsibilities

- Handling incoming/outgoing mail
- Receiving/making telephone calls
- Maintaining office petty cash
- Attending both internal and external visitors
- Organizing meeting
- Typing
- Filing
- Supervising junior officers
- Any other duties assigned to me

1994 – 1996: Assistant Senior Secretary Grade C, Department of Building Economics

Duties and Responsibilities

- Attending to both internal/external customers
- Drafting routine correspondence
- Taking charge of all documents
- Handling routine administrative duties
- Handling office petty cash
- Organizing departmental meetings
- Typing examination results
- Any other duties assigned to me

1990 – 1993: Secretary Grade B, Bursar’s Office, College of Architecture and Engineering

Duties and Responsibilities

- Typing
- Filing
- Making/receiving calls
- Attending to students and other visitors
- Handling petty cash
- Handling incoming/outgoing mail

1987 – 1990: Shorthand Typist, Ministry of Finance, Treasury

Duties and Responsibilities

- Typing
- Filing
- Taking dictation and transcribing
- Drafting routine correspondence

- Organizing meetings
- Handling incoming/outgoing mail
- Ensuring there safety and confidentiality of documents
- Any other duties assigned to me

1984 – 1987: Copy Typist, Office of District Magistrate, High Court of Kenya, Nairobi

Duties and Responsibilities

- Copy Typing documents
- Organizing call overs for each day
- Attending to visitors

WORKSHOPS, SEMINARS AND OTHER COURSES ATTENDED

December 17-19, 2014

Course on Self Awareness, Self Expression, Internal Communication, Time Management, Leadership, Customer Service , Personal Financial Management and personal Excellence

April 4, 2009

Training of Customer Care held at Central Catering Unit, University of Nairobi

June 27 -29, 2007

Senior Secretaries Seminar on Quality Service and Excellent Customer Care, Towards a World Class University, held at Mbagathi

September 15 , 2003 to October 3, 2003

Secretarial Management Course, Government Training Institute, Mombasa,

April 22 - 26, 2003

Executive Secretaries and Personal Assistants Course organized by Ashley Management Consultants

20 -21 September, 2001

Secretarial Management Skills Development Course organized by Manpower services

Emma W. Mwangi