

CURRICULUM VITAE



NAME AND ADDRESS: Flevy Florence Adhiambo
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DATE OF BIRTH: 12 December 1973

SEX: Female

IDENTITY CARD NUMBER: 12505708

RELIGION: CHRISTIAN

LANGUAGES: ENGLISH, KISWAHILI, LUO

PERSONAL PROFILE

I am a self-motivated, reliable, conscientious and efficient computer-literate Administrative Assistant with management and supervision capabilities. I am proficient at working on own initiative and as part of a team. I am dedicated to maintaining high quality standards.

OBJECTIVE

To assume challenging duties, do my best in serving clients, focus and ensure satisfaction to all that I come across in my line of duty.

II. WORK EXPERIENCE:

May 2009 to date: Secretary Grade C - University of Nairobi College of Health Sciences, School of Medicine, Department of Psychiatry

February 2006 to date: Secretary Grade B - University of Nairobi College of Health Sciences, School of Medicine, Department of Psychiatry

January 2005 to February 2006: Assistant Secretary Grade A - University of Nairobi
College of Health Sciences, School of Medicine,
Department of Psychiatry

September 1997 to Dec. 2004: Assistant Secretary Grade A - University of Nairobi,
College of Health Sciences, School of Medicine,
Department of Surgery

DUTIES AND RESPONSIBILITIES:

- ◇ Writing correspondence including emails, letters, memos and circulars
- ◇ Dealing with students and patients enquiries
- ◇ Coordinating the nomination, invitations correspondence to and from external examiners before, during and after the university examinations
- ◇ Assisting the Chairman in budget planning and procurement of goods and services
- ◇ Filing and record keeping
- ◇ Dealing with enquiries from students
- ◇ Data entry
- ◇ Organize appointments
- ◇ Professional telephone management
- ◇ Type and organize lectures for both undergraduate and postgraduate students.
- ◇ Type CATS and final examination marks for both undergraduate and postgraduate students.
- ◇ Supervise the junior staff in the department
- ◇ Keeping petty cash
- ◇ Maintaining high standard of confidentiality and cleanliness

III. EDUCATIONAL BACKGROUND

A. PROFESSIONAL QUALIFICATIONS:

June 2005 to June 2006 Nairobi Institute of Business Studies (NIBS)
Diploma 1 in Business Administration

Jan 2004–September 2005 Rolima Training Institute
Shorthand 120 w.p.m.

Jan 1995 – Dec 1996 Strathmore University Secretarial School
(Kianda Secretarial College)
Full Secretarial Training

COURSE DETAILS

BUSINESS ADMINISTRATION

Economics
Organisational Behaviour
Accounting
Business Communication and Presentation

SECRETARIAL TRAINING

SUBJECT	MERIT
◇ Typewriting:	Advanced (50)
◇ Shorthand:	Advanced (120 wpm)
◇ Office Management:	Stage III
◇ Personnel Management:	Stage III
◇ Business English:	Stage III
◇ Commerce:	Stage II
◇ Secretarial Duties:	Stage II
◇ Office Practice:	Stage II
◇ Word Processing:	Elementary
◇ Data Processing:	Elementary
◇ Spreadsheet Processing:	Elementary
◇ Accounts and Book-keeping:	Elementary

B. ACADEMIC QUALIFICATIONS:

1993: Secondary: Kisumu Girls' High School.
 Merit: C Plain

1987: Primary: Maseno Girls' Boarding Primary School
 Merit: 57 Points out of 72

IV. INTERESTS

- ◇ Sports
- ◇ Reading
- ◇ Travelling

V. REFEREES:

Dr. Wangari Kuria
Chairman, Department of Psychiatry
College of Health Sciences
University of Nairobi
P.O. Box 19676
Mobile No. 0733710658
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Prof. P.A. Odhiambo
Department Surgery
College of Health Sciences
P.O. Box 19676
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Dr. Anne Obondo
Department of Psychiatry
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