

CURRICULUM VITAE

PERSONAL INFORMATION

NAME : FAITH NJERI MWANIKI

ADDRESS : 30197, 00100 NRB

LANGUAGES : ENGLISH, KISWAHILI

RELIGION : CHRISTIAN

EDUCATION BACKGROUND

2003-2004 NAIROBI INSTITUTE OF BUSINESS STUDIES
DIPLOMA IN SALES & MARKETING

2003-2003 CAPITAL COMPUTER CONSULTANTS LTD
CERT. IN COMPUTER PACKAGES

WORK EXPERIENCE

UNIVERSITY OF NAIROBI

DESIGNATION: CLERK

: 2009 -TO DATE

Duties & Responsibilities

- Data capturing in the Student Management Information Systems
- Dispatch application forms to the respective departments /schools for short listing
- Receiving application forms for module II programmes
- Customer care
- Printing of Students Identity Cards

REFEREES:

**Mr. B.M Waweru
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