

CURRICULUM VITAE

PERSONAL INFORMATION

NAME : Engosia Fredrick Kikuyu
TELEPHONE : 0729-298884
E-MAIL : fredrickengosia@gmail.com
GENDER : Male
NATIONALITY : Kenyan

EDUCATION BACKGROUND

2010-2012 : KAMWENJA TEACHERS' COLLEGE

- Primary teacher Education
- Information and Communication Technology

2014 – **Records management at The University of Nairobi Library**

2006 – 2007 : KENYA COLLEGE OF COMMERCE AND HOSPITALITY

- Restaurant service
- Customer care

2004 : RUARAKA TECHNICAL INSTITUTE

- Computer studies

1998 – 2001 : BUKHAYWA SECONDARY SCHOOL

- KCSE Grade B plain

1989- 1997 : KAKUNGA PRIMARY SCHOOL

- KCPE

WORK EXPERIENCE

2013 August – to date: Clerk ,Office of the Associate Vice Chancellor Research,

Innovatio & Enterprise

- In charge of records management for the dvc's office
- General office work
- Any other duties assigned

2013 Feb 2013 August FACULTY OF ARTS

Clerk

- Filing of faculty records
- Opening students' files
- Issuing of student ID'S and exam cards
- Receiving and issuing mail
- Issuing admission letters
- General office work.

2007 – 2009: University of Nairobi, Senior Common Room

- Record keeping

HOBBIES

- Football and Bicycle cycling

REFEREES

1 .Harrison Akala

Assistant Registrar

University of Nairobi

P.O BOX 30197 – 00100

2 .Rosemary Omwandho

Asst.Registrar Faculty of Science & Technology

University of Nairobi

P.O BOX 30197-00100

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3 .Janet Ombwayo

Assistant Registrar

P.O.BOX 30197-00100

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