

## **FRIDAH WANJIKU WAIRIMU**

P.O. Box 103, 00900, Kiambu.

Date of birth: 17th August 1981

Tel: 0721 67 83 91 Email: fridahwanjiku@gmail.com

---

### **CAREER OBJECTIVE**

To contribute my knowledge and skills in administration related fields. To apply these skills in an environment in which they are valued and valuable. To have and to create opportunities to improve and broaden my skills and ensure that I continue to be an asset to colleagues and the College.

---

### **PERSONAL SKILLS AND ABILITIES**

- Good interpersonal skills
  - Committed, honest, willing to learn and of high integrity
  - Good communication and numeric skills
  - Team player with good customer service skills
  - Skill in basic filing and recordkeeping
  - Knowledge of office telephone etiquette
  - Proficient in MS Office suite
  - Ability to work unsupervised
- 

### **EDUCATION**

**2004– 2005 Certificate in Secretarial, Zetech College**

**Courses done:**

- Office Practice
- Office Management

**2001 – 2002 Computer Studies  
Emanex Computer College**

Computer proficiency in

- Micro-computers
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Access
- Ms DOS
- Windows
- Microsoft Excel
- internet

**1997 – 2000 Kenya Certificate of Secondary Education (KCSE D+)  
Star Sheikh Academy**

**1988 – 1996 Kenya Certificate of Primary Education (KCPE)  
Ikinu Primary School**

## **WORK EXPERIENCE**

**2016 – Present            Office Assistant/Messenger Directors Office ODeL Campus University of Nairobi.**

- Assisting in the centre Archive.
- Responsible of distributing letters and notices to other colleges and staffs.
- Doing daily errands that include handling communications with college registry.
- Provide assistance to staff members like answering, receiving phone calls and taking messages.
- Perform clerical duties including filing and inventory
- Communicate with visitors and students in order to provide general information
- Sort and distribute incoming mail and outgoing mails.
- Operate office machinery such as copier, scanner.
- Assist in typing correspondence and modules editing.
- Perform additional general office duties assigned.

**2012 – 2016            Office Assistant/Messenger CODL Centre for Open and Distance Learning Kikuyu Campus University of Nairobi.**

- Assisting in the centre Archive.
- Responsible for distributing letters and notices to colleges and staffs.
- Works of daily errands that include handling communications with college registry.
- Provide assistance to staff members like answering, receiving phone calls and taking messages.
- Perform clerical duties including filing and inventory
- Communicate with visitors and students in order to provide general information
- Sort and distribute incoming mail
- Operate office machinery such as copier, scanner and fax machine
- Assist in typing correspondence and modules editing.
- Perform additional general office duties such as assisting staff with their specific work when required

**2004 – 2012            Office Assistant/Record Clerk, B.Ed (Science) Distance Learning Programme University of Nairobi**

- Ensure customers are given prompt and efficient service at all times.
- Issuing learning modules to the students
- Updating module records
- Assisting in the Admission of new students.
- Maintaining and organizing the student's documents and storing them properly for future reference.
- Performing other related work as assigned

**2003 Front office sales assistant, Talcom communication Services**

**Duties involved:**

- Data entry, messengerial work and general management of the office matters.
- Maintaining the up-to-date list of press and contact lists.

**2002 Receptionist, Pabel communications bureau**

---

**WORKSHOPS**

- Weather related risk and the role of Actuarial Science, East African University Mathematics' programme workshop, Organised by School of Mathematics, U.O.N.
- B.Ed (Science) – Distance Learning Programme writers workshops at Egerton University, Multimedia University and Kenya Wildlife Service Organised by Centre for Open and Distance Learning.
- Review, Writing, Editing and On-line workshops at Kenya Institute of Wild life services

---

**MEMBERSHIP**

- Member, Catholic Youth movement association.

---

**HOBBIES**

- Reading
- Listening to music
- Sharing with friends.

**REFERENCES**

Mr.Jeckonia Odumbe  
Centre for Open and Distance Learning  
University of Nairobi  
P.O.Box 30197, Nairobi  
Mobile:0720714346

Dr. Francis Nyongesa  
Odl Science  
University of Nairobi  
P. O. Box 30197,Nairobi.  
Mobile: 0721- 742 930

Prof. Jairus Khalagai  
School of Mathematics  
University of Nairobi  
P. O. Box 30197 Nairobi.  
Mobile: 0722 – 866 110