

CURRICULUM VITAE

Hellen W. Karanja, BBA(St Paul's University, Limuru), MA(ILU)
Senior Assistant Executive Secretary
Academic Division
University Towers
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NAIROBI

ACADEMIC QUALIFICATIONS:

YEAR	INSTITUTION	ACHIEVEMENTS
2015-2017	International Leadership University	Master of Arts in Leadership Studies
2009-2012	St. Paul's University, Limuru	Bachelor of Business Administration & Management(Second Class Honors-Upper Division)

PROFESSIONAL QUALIFICATIONS:

Trained as a full secretary upto advanced level

COMPUTER SKILLS:

Windows Operating System, Microsoft office, Anti-Virus tools, internet

MY COMPETENCIES/SKILLS:

- Excellent interpersonal/communication skills
- High integrity
- Proactive and initiative
- Good administrative, planning and organizational skills
- Team player
- Dynamic
- Self motivated