

# ***CURRICULUM VITAE***

## ***PERSONAL DATA***

**NAME:** Irene Wambui Githongo

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**RELIGION:** Christianity

**STATUS:** Widow

**DEPENDANT:** Three Children

## ***EDUCATION AND TRAINING***

Holder of Diploma in Public Relations, Certificate in Counseling, University of Nairobi, Kenya National Examination Council single group certificates and pitman papers.

## ***ATTRIBUTES***

Accepting challenges is the foundation of my work-life experiences and something I do with confidence. Part of my success is because I place a high value on personal integrity and represent both the University and myself in an ethical and respectable manner.

## ***CAREER ASPIRATION***

As someone with an extensive background in Administrative and Secretarial duties, I have become adaptable and solve office issues amicably leaving the customer satisfied. My main objective is to contribute to organizational development and involvement of Human Resource Management practices through by following all the laid down policies that make best use of employees.

## ***PART II EDUCATION BACKGROUND***

Diploma Level of Education from the University of Nairobi

**1982 - 1984:** Kenya Polytechnic - Two-year secretarial course

**1977 - 1980:** 'O' Level Division Three 35 Points at Oloolaiser Secondary School

## ***PROFESSIONAL QUALIFICATION***

1. Diploma in Public Relations at the University of Nairobi
2. Certificate in Guidance and Counselling at the University of Nairobi
3. Teens/Youth Counselling in Church (seminars)

## **MANAGEMENT COURSES ATTENDED**

- Nominated and Trained Peer Counsellor at the University of Nairobi
- Two day management training at the College of Agriculture and Veterinary Sciences (CAVS) in 2012
- University of Nairobi Secretarial Workshop at KCB Karen
- Receptionist in-house training in 1984 at Kenya National Assurance Company Ltd
- In-house Management course for secretarial staff by the Personnel Assistant in 1986
- Attended a Seminar at Silver Springs Hotel "How to Manage an Office"

## **PART III      WORK EXPERIENCE**

**2006-2013      October Transferred to the Principal's office todate.**

### **DUTIES AND RESPONSIBILITIES**

- Performing administrative and secretarial duties and exercising discretion and Judgment in the office of the principal.
- Maintaining a good image in the Principal's Office and handling of sensitive Correspondence involving the college.
- Handling of all queries involving students, staff and visitors that need not wait for the Principal in a diplomatic manner which includes solving routine problems
- Communicate verbally and in writing to answer inquiries and provide information
- Liaise with internal and external contacts
- Handling of Petty Cash
- Coordinate the flow of information both internally and externally
- Operate office equipment
- Maintain the filing system
- Make and book appointments in consultation
- Schedule participants into training sessions and follow-up to ensure attendance
- Receive visitors,
- Work under minimum supervision
- Work beyond normal working hours when called upon and even on public holidays
- Handling of all secretarial chores including special and confidential matters
- Photocopying of documents, sending of faxes, sending emails and even delivering correspondence personally to avoid delays.
- Performs any other duty as may be assigned by the supervisor

Overall in the Principal's Office one should demonstrate a high level of maturity, integrity with a good interpersonal communication skills and should have a good command of spoken English.

**2006      Promoted to Grade D, Registrar's Office**

### **DUTIES AND RESPONSIBILITIES**

- **Duties included;** Typing, sorting incoming and outgoing correspondence, directing calls, attending to visitors, students and getting directives from the Registrar's office

**2004** Transferred to Central Administration, Personnel Department and worked under the Deputy Registrar (Personnel).

**Duties included;** all secretarial duties. The office mainly dealt with Council meetings,

University Management Board meetings, Sub-committees and update of Human Resource Personnel.

**2001: Promotion to Grade C, in Estates Department Housing Section under the supervision of the Assistant Registrar, Housing,**

**DUTIES AND RESPONSIBILITIES**

- Typing, sorting incoming and outgoing mails correspondence, directing calls, attending to visitors and redirecting matters to relevant persons as and when required.
- While in Estates Department, I always worked in the Estates Manager's office while the incumbent secretary was on leave and acquired good skills while working there, **Duties involved;**
- Drafting and typing of official letters, memos, reports, minutes and other official duties
- Attending and answering to visitors queries and if need be redirecting them to relevant persons responsible.
- Handling of petty cash imprest for the office, ensuring safe custody of files and making photocopies .

**1998: Joined the University of Nairobi as a Secretary in the College of Architecture Design and Development, Department of Land Development** under the supervision of the Chairman

**DUTIES AND RESPONSIBILITIES**

- recording dictation in shorthand and transcribing it in typewritten form, typing from drafts, making appointments, dealing with inquiries, answering and making telephone calls, handling mail and writing simple routine correspondence on own initiative, taking charge of student files namely from first year to fourth year Postgraduate students, office documents, receiving and attending visitors and handling routine administrative tasks in the office independently, typing of examinations in confidence and any other related work that involves the office, ensuring security of the office, as well as confidentiality and safe custody of all documents in the Department. Sending email and getting relevant information required from the internet. Able to work under pressure when called upon to.

**1984 - 1996: Kenya National Assurance Company upto to the level of Executive Assistant**

**REFERRES**

1. Prof. A. W. Mwang'ombe  
Principal, CAVS
2. Prof. Ing. Washington H. A. Olima  
Department of Real Estates, ADD
3. Mr. K. K. Mbali  
Registrar, CHSS