
CAROLINE JEBIWOT KANGOGO

CONTACT/PERSONAL INFORMATION

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University of Nairobi,
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OBJECTIVE

To work as a Senior Administrative Assistant utilizing remarkable computer skills and knowledge of functional areas to provide accurate, efficient, and timely administrative support for the organization's supervisors and management, to ensure its smooth running.

ACADEMIC BACKGROUND

YEAR	INSTITUTION/ SCHOOL	PROGRAMME
2019-Present	Kenyatta University	Master of Public Policy and Administration
2005-2009	Moi University	Bachelor of Science in Information Sciences
2000-2003	Kapkenda Girls	Kenya Certificate of Secondary Education (KCSE)

WORK EXPERIENCE.

September 2020- Present: Senior Administrative Assistant, Quality Assurance Section.

October 2019 – August 2020: Senior Administrative Assistant, Central Examination Centre, University of Nairobi based at the Operations sub-section

Duties:

- Process external examiners' invitation letters upon receipt of arrival and departure dates from departments.
- Process exemption and credit transfer letters upon receipt of documents from the Secretariat, Deans Committee.
- Notify students of results i.e. disco, repeat the year within two months on receipt of results from the school, faculties after approval by the VC
- Receiving pass lists and marksheets from Schools/Centres/Faculties and forward them to the ICT manager for preparation of the graduation booklet

- Receive authentication/verification of credentials requests both in soft and hard copies and reply to the same
- Acknowledge receipt of external examiners' reports
- Handle routine incoming correspondence
- To prepare routine reports on appointment of External Examiners as well as submission of results for continuing students
- Clearance of students from 1990-2007 using certified copies of certificates
- Uploading marks missing in SMIS for the period 1970-1990
- Proofreading graduands' pass list upon receipt from the departments

May 2014-October 2019: Examinations Clerk, Central Examination Centre, University of Nairobi based at transcripts preparation office.

Duties:

- Receive, organize and store consolidated mark sheets
- Maintain confidentiality of student marks
- Keep a daily log of transcript requests
- prepare transcripts as requested by the clients
- Assist in graduation process
- Assist in examinations processes
- Perform reception duties as required
- Handle office communication

April 2013-May 2014: Library Assistant, University of Nairobi

Duties:

- Scanning of library materials
- Data entry and data upload to the institutions' Digital repository (database)
- Editing of Database Items

REFEREES

1. Dr. Adelaide Mbithi, Cell No: 0724-233-689
2. Caroline Chebet, Email: ccaroline@uonbi.ac.ke , Cell No: 0771-112-744
3. Milcah Gikunju, Institutional Repository Administrator, University of Nairobi, EMAIL: gikunjum@uonbi.ac.ke , Cell No: 0722-916-188