

PERSONAL INFORMATION

Name: Joshua Karani Muchere
DOB: 16th November 1990
Address: 19793-00202 Nairobi
Nationality: Kenyan
Gender: Male

CAREER OBJECTIVES

- To enhance my skills and knowledge in order to provide effective and efficient solution to improve on operations conducted in my area of work.
- To be a person of high level of professionalism, integrity and ethics in the rendering of my duties and services

Key Skills	Office Skills:	<i>Office Management Records Management Database Administration</i>	<i>Spreadsheets/Reports Event Management Calendaring</i>	<i>Front-Desk Reception Executive Support</i>
	Computer Skills:	<i>MS Word MS Excel MS PowerPoint</i>	<i>MS Outlook MS Access MS Project</i>	<i>MS Publisher FileMaker Pro Windows</i>

EDUCATION

2009-2012: **UNIVERSITY OF NAIROBI**
Bachelors of Commerce (BCOM)
Procurement and supply chain management.
Second Class Honors Upper Division

2010: **KENYA INSTITUTE OF MANAGEMENT**
Certificate course program
Business management (credit)

2005-2008: **MERU SCHOOL**
Kenya Certificate of Secondary Education

1997-2004: **NYERI PRIMARY**
Kenya Certificate of Primary Education

EDUCATION EXPERIENCE

JAN-MARCH 2012: INTERNSHIP POSTBANK (CORPORATE BANKING)

- Receiving and verifying PCK pension payrolls
- Capturing PCK pension payrolls
- Dispatching, sorting and filling PCK pension payrolls
- Receiving, recording cancellation and perforating passbooks
- Cross checking and reconciliation of PCK payrolls

WORK EXPERIENCE

MAY 2012-MAY 2014: UNIVERSITY OF NAIROBI (STUDENT REGISTRY)

- Opening of student personal files and documentation of their records
- Storage and retrieval of the records for formal usage and reviews
- Preparation of weekly reports of targets achieved and a monthly report for analysis.
- Update of the records onto an automated system for backup and also to met the records policy of complete automation.
- Security and maintenance of the records for confidentiality purposes
- Entrusted to manage office in the supervisorø absence. Provided timely, courteous and knowledgeable response to information requests; screened and transferred calls; and prepared official school correspondence.

JUNE 2014 –TO DATE: UNIVERSITY OF NAIROBI (CENTRAL EXAMINATION CENTER)

- Dispatching and recording student certificates
- Servicing of the Customer Relation Managements (CRM) system
- Preparation of student examinations, and dispatch.
- Tracking of certificate for security and safety
- Communicated effectively with multiple departments to plan strategies and prepare effective ways to improve customer relation in order to establish strong gains and effectively achieve results

MEMBERSHIP AND EXTRACURRICULAR ACTIVITIES

- Member of professional association Kenya Institute of Supplies Management (KISM)
- Participated in a 2day workshop from 15-19th December 2010 at (ATRS) dealing in mass and direct communication, languages, leadership and management.
- Participated in the Inter-varsity Campaign against hunger on 28th March 2009 flagged of at the University of Nairobi.
- Participated in the Rugby National Secondary School Games both 2007 and 2008. Currently playing for Mwamba club.

INTERESTS

- Sports: rugby, swimming and hiking; traveling and learning new cultures.

REFEREES

ZUBEDA YUSUF (ADVOCATE)
REGISTRA MINISTRY OF LANDS

DR. PETERSON OBARA MAGUTU
LECTURE (SCHOOL OF BUSINESS)
UNIVERSITY OF NAIROBI

REV JULIS GITONGA
METHODIST CHURCH