

CURRICULUM VITAE

PERSONAL DETAILS

NAME:	JANEANNE KHACHITI
DATE OF OF BIRTH	30 TH AUGUST 1983
NATIONALITY	KENYAN
GENDER:	FEMALE
RELIGION:	CHRISTIAN
LANGUAGES:	ENGLISH,KISWAHILI
ADDRESS:	P.O BOX 30197 c/o TELEPHONES, NAIROBI
PERSONAL TELEPHONE	0724328732/0775197485

ACADEMIC QUALIFICATION:

1990 TO 1999	PRIMARY EDUCATION – B- (58 POINTS)
2000 TO 2003	HIGH SCHOOL EDUCATION – C-

PROFESSIONAL QUALIFICATIONS

NATIONAL YOUTH SERVICE (N. Y. S):	TELEPHONE OPERATION –DIPLOMA
	TELEPHONE OPERATION/RECEPTIONIST
	WITH CERTIFICATES.

**SECRETARIAL DUTY COURSES WITH PASS
IN ALL CERTIFICATES.**

**COMPUTER LITERACY WITH PASS IN ALL
PACKAGES.**

**EXPERIENCE: ATTACHED FROM NATIONAL YOUTH SERVICE TO UNIVE
RSITY OF NAIROBI/CEES PABX
OPERATIONAL DUTIES ON 7TH MARCH,2006 FOR 6 MONTH
6TH MARCH, TO DATE CONTRACTED BY CEES PABX
OPERATIONAL DUTIES.
UNIVERSITY OF NAIROBI.TRANSFERRED TO CAVS.**

REFEREES;

TELEPHONE OFFICER
UNIVERSITY OF NAIROBI
P.O. BOX 30197
NAIROBI

TELEPHONE: 020-2076049

PROF. HENRY WANGUTUSI MUTORO
PRINCIPAL,
COLLEGE OF EDUCATION AND EXTERNAL STUDIES(CEES)
KIKUYU CAMPUS,

P.O BOX 92 KIKUYU

TELEPHONE; 020-6750940,6750952,675092

FAX LINE: 020-2386028,2245566

PHYLIS SHIVACHI

NATIONAL YOUTH SERVICE

P.O. BOX 42243

NAIROBI.

BIOGRAPHY

I am a Kenyan citizen who work in the university as Telephone Operator since the year 2007 to date.I started my operational duties in kikuyu campus where I was confirmed.

I was later transferred to college of Agriculture and Veterinary Sciences (C.A.V.S) where I work to date.

MODIFIED: 15TH JULY ,2013.