

CURRICULUM VITAE

P. O. BOX 92 - 00902 KIKUYU

PHONE 0721-354766•

JACQUELINE MBULA MUNGUTI

EXECUTIVE SUMMARY

I am a very hardworking and determined person; I am a high achiever and set my goals at high standards, which I make sure to accomplish. I am people oriented, creative, confidence, committed, mentally flexible, and reliable. I believe in success as a means to career and personal growth. I am also focused, passionate, assertive and persistent.

DATE OF BIRTH & MARITAL STATUS

27th March 1973

Married

NATIONALITY / ID NO

Kenyan

13226114

LANGUAGES

English, Kiswahili and Kamba

ACADEMIC & PROFESSIONAL QUALIFICATION

University of Nairobi

May 2005 TO 2009

Bachelor of Arts – Public Administration and Sociology (Second Class Lower Division)

University of Nairobi

January 2002 –April 2002

Certificate in Public Relations

July 2002 – December 2003

Diploma in Human Resource Management (CREDIT)

Nuclear Science University of Nairobi Computers Training

June 2002 – July 2002

Certificate in Microsoft word,

Microsoft Excel 95.

Kikuyu Commercial College

July 2001

KNEC Business English

NOV. 2001 –Dec.2001

KNEC Office practice 1

NOV. 2002 –Dec.2002

rial duties 11, commerce 1.

1969 -1992 Secondary Education
KCSE Certificate
1980 –1988 Kyai Primary Education
KCPE Certificate

Professional Exam Awards

- | | |
|----------------------------------|------------------|
| ✓ Human Resource Management | Diploma – Credit |
| ✓ Certificate in public Relation | Certificate |
| Office Practice | Certificate |
| ✓ Business English | Certificate |
| ✓ Computer packages | Certificate |
| ✓ Secretarial duties | Certificate |
| ✓ Commerce 1. | Certificate |

SUMMARISED EMPLOYMENT RECORD

Contract university of Nairobi College of Education and External studies - Filling clerk (August 1996 –May 1997)

University of Nairobi College of Education and External Studies -Records Clerk (May 1997 to Present)

WORK EXPERIENCE

August 2005 to date

University of Nairobi (Registry)

-clearing students in the student management information System (SMIS)

Perform administrative and secretarial duties.

Work Performed:

Set up and maintain office files/records (electronic and hard copy) of all information in a fashionable and transparent manner and make sure that correspondences and reports are available for reference and efficient operation of the office.

- Updating HRMIS in the College of Education and External Studies University of Nairobi
- Ensure that staff records and information related to the staff are well maintained

Any other duties as may be directed by the authorities from time to time.

Duties handled:

- Filing, and maintaining correct update on clientele transactions,
- Maintaining records punctuality and neatness in the office,
- Ensuring safe custody and confidentiality of all document



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ACTIVITIES OF INTEREST

- Listening to Music and traveling
- Reading current affairs
- Enhancing my academic and environmental understanding my area of profession
- Reading in general enable me update my knowledge.



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REFERENCES

Dr. Joyce K. Mbwesa

Lecturer
University of Nairobi
P. O. Box 92 -00902
KIKUYU
Nairobi
Tel No. 0722-807306

Lawrence Mulota

Snr Asst. Registrar
University of Nairobi
P. O. Box 30197
Nairobi
Tel No. 0722-827481

Dr. Guantai Mboroki

Lecturer
P. O. Box 92 -00902
Kikuyu
Nairobi
Tel No. 0722-700239

Johnbosco Kisimbii

Lecturer
University of Nairobi
Mombasa Extra- Mural
P. O. Box 83732-80100
Mombasa
Tel: No : 0722-784108

Email: j_jacquee@yahoo.com or jmbula@uonbi.ac.ke