

**JOAN CHEPKORIR KEMEI**

**P.O Box 92 - 00902, Kikuyu**

**Tel: 0724-963774 / 0714-896158**

**Email: [joakem83@yahoo.com](mailto:joakem83@yahoo.com) / [joan.kemei@uonbi.ac.ke](mailto:joan.kemei@uonbi.ac.ke)**

---

**Professional Profile**

I am a self driven professional with over fifteen years experience, focused on performance as well as results, and who is able to provide accurate and efficient administrative and ICT services to all within the organization's environment. I possess a strong background in Business Administration (Strategic Management) and Information Technology along with experience of working in a fast paced and pressurised environment. I am a team player and willing to learn new challenges with great desires for growth and looking for a role that will present fresh challenges and utilize my background with my experience and potential to ensure all administrative goals are achieved.

---

**Personal Details**

Date of Birth: 1983

Marital Status: Married

**Education & Professional Qualification:**

- ✓ **Masters in Business Administration** (Strategic Management option), University of Nairobi(2016-2020)
- ✓ **Bachelor of Science in Information Technology**, (2<sup>nd</sup> Class Upper), Jomo Kenyatta University of Agriculture and Technology, Sept 2007-July 2010
- ✓ **CCNA1-Networking Basics**, (Certificate of proficiency), Holly Rosary College (JKUAT approved centre), August 2003
- ✓ **Diploma in Information Technology**(Credit Pass), Jomo Kenyatta University of Agriculture and Technology, May 2002 – July 2004
- ✓ **KCSE**, Ndarawetta Girls Secondary school, 1997-2000
- ✓ **KCPE**, Ndarawetta Primary school, 1996

**PROFESSIONAL EXPERIENCE**

**Administrative Assistant**

**University of Nairobi – Department of Educational communication and Technology (CEES) January 2020-to date**

**Duties and Responsibilities**

- ✓ Supervising non-teaching staff in department of Educational Communication and Technology
- ✓ Organizing and coordinating departmental meetings
- ✓ Servicing all Departmental Committee meetings including taking administrative minutes and reports of various committees
- ✓ Handling of Teaching practice office roles reporting to the Coordinator of Teaching Practice office.
- ✓ Online data capturing for students scheduled for Teaching Practice
- ✓ Receiving Online Teaching Practice Supervisors Application Forms
- ✓ Attending and responding to telephone and online enquiries from Teaching practice supervisors and students.

- ✓ Deals with all types of correspondence in department
- ✓ Handling students issues on admission, pass word reset, E-class related issues and updating students details, course registration
- ✓ Billing, clearance and checking fees status for graduating students

**Examinations Data entry Clerk**

**University Of Nairobi (Kikuyu Campus), Oct 2005 – Dec 2019**

**Duties and Responsibilities**

- ✓ Student Course Registration, Data/marks entry and uploading
- ✓ Biometric registration of students
- ✓ Manage sufficient use of ICT equipment, application and resources.
- ✓ Generation of Students transcripts
- ✓ Preparation and generation of graduation lists
- ✓ Maintaining efficient filing system
- ✓ Maintaining confidential information
- ✓ Reviewing and make necessary corrections to information entered
- ✓ Compiles, sorts, and verifies accuracy of data to be entered
  
- ✓ Assist in the preparation of regularly scheduled reports
  
- ✓ Provide general support to visitors

**IT officer,**

**Compunet Computers (Bomet), June 2004-July 2005**

**Duties and Responsibilities:**

- ✓ Installation of computer Software & Hardware applications
- ✓ Preventive Maintenance of the organizations Computer Equipment and Software.
- ✓ Maintaining & Updating Equipment Database
- ✓ Managed all aspects of several network implementations including network planning, design, testing, documentation, deployment and maintenance of Windows based system
- ✓ Responsible for complete support, installation, maintenance and training for all network and system components

**Internship/ Attachment**

**Kenya Meteorological Department Headquarters, Jan – April 2004**

**Duties and Responsibilities**

- ✓ Installation and upgrading software programs & installation of new computers.
  - ✓ Computer networking & Troubleshooting network problems
  - ✓ Configuration of networking devices e.g. Routers, hub, hub links & Gateways
  - ✓ Computer hardware configuration, System diagnosis, recovery & repair
  - ✓ Data entry using Microsoft packages e.g. Ms Excel, Ms Word & Ms Access.
- Installation of VSAT Networking systems for communication
- ✓ Designing power point presentations

**Key Skills**



- ✓ Administration
- ✓ IT skills
- ✓ Office duties
- ✓ Data input
- ✓ Problem solving
- ✓ Maintaining records

### **Administrative Skills**

- ✓ Ability to create and manage timelines.
- ✓ Excellent communication and interpersonal skills.
- ✓ Accurately filling in administrative records and relevant paperwork.
- ✓ Able to communicate and present confidently, clearly and expressively
- ✓ Ability to multi task with strong attention to detail
- ✓ Persuasive interpersonal skills
- ✓ Ability to work with minimum supervision
- ✓ Ability to work under pressure
- ✓ Tireless with drive to perform beyond expectation
- ✓ Proficiency in MS Office Suite, Internet, Email and other computer applications

### **IT Skills**

- ✓ Ability to provide technical support to the users
- ✓ Ability to troubleshoot hardware and software issues as well as configuration of networking devices, System diagnosis, recovery and repair
- ✓ Installation and maintenance of software programs, printers and computer networking

### **Personal Skills**

- ✓ Self-Starter with an accurate and detail oriented work ethic.
- ✓ Ability to thrive within a fast-paced environment.
- ✓ Pragmatic and having a 'can do' attitude.
- ✓ Remaining calm and polite at all times.
- ✓ Strong sense of responsibility.
- ✓ Can work well under pressure.

### **Interests/Hobbies:**

- ✓ Reading and Networking
- ✓ Environmental Protection

### **REFEREES**

**Please feel free to contact the under mentioned with regard to my abilities, competencies and work ethics.**



Prof. Winston Akala,  
University of Nairobi, SOE,  
Cell phone +254723-432546,  
Email- [deaneducation@uonbi.ac.ke](mailto:deaneducation@uonbi.ac.ke)

Ms. Dorothy Nkirote Kiome,  
Assistant Registrar,  
University of Nairobi (CEES)  
Cell phone: +254727-777983,  
Email- [dorothy.kiome@gmail.com](mailto:dorothy.kiome@gmail.com)

Mr. Cyrus Gitonga,  
Senior Administrative Assistant,  
University of Nairobi (Central Administration),  
Cell phone: +254722-366133,  
Email- [cyrus.gitonga@uonbi.ac.ke](mailto:cyrus.gitonga@uonbi.ac.ke)