

Bugo Joanne Anyango

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CAREER INSPIRATION

- To excel in a challenging, productive and satisfying career in management of organization knowledge/information
- To help organizations, companies and individuals to achieve their highest potential through quality service and to help the community to achieve their objectives.

EDUCATION:

2012-2014:	Masters in Business Administration	- University of Nairobi
2005-2008:	Bachelor of Science in Information Sciences	- MOI University.
1998-2002:	KCSE Certificate,	- St Claire's Maragoli Girls
1992-1997:	KCPE Certificate	-Asumbi Primary

EMPLOYMENT RECORD:

February 2015 to Date: University of Nairobi (CESSP)

Position: Records Officer

Duties and responsibilities:

- Conduct periodic survey and appraisal of records
- Receive existing and newly created records, organizing, arranging, filing and archiving semi-active records in accordance to the University records policy.
- Assist users to retrieve records
- Conduct users training on records management
- Organize of Finance, Personnel and General Registries
- Assist units to come up with an up to date records inventory of all records created and received
- Compile records disposal schedule and facilitate their disposal
- Ensure that there is compliance with the Kenya National Archives and Documentation Act
- Prepare monthly work plans, reports and annual budget estimates for the Registry
- Liaise with the Head of Departments to design and implement the records policies, work procedures, work instructions and retention/disposal schedule
- Maintain good filing system and ensure records security
- Conduct users training on good records management practices
- Develop performance targets for the unit
- Assist users to retrieve records.
- Ensure mails and records are folioed appropriately
- Other duties that may be assigned by the supervisor

OCTOBER 2012 to February 2015: University of Nairobi Enterprises Services (UNES)

Position: Records Officer

Duties and responsibilities:

- Conduct records survey and appraisal in their respective departments
- Assist units to come up with an up to date records a list of all records created and received
- Prepare monthly work plans, reports and annual budget estimates for the Registry.
- Review of systems and procedures on annual basis
- Facilitate the opening and closing of files
- Liaise with the Head of Departments to design and implement the records policies, work procedures, work instructions and retention/disposal schedule.
- Maintain good filing system and ensure records security
- Conduct users training on good records management practices

- Archive semi current records
- Develop performance targets for the Records Clerks
- Assist users to retrieve records
- Ensure mails and records are folioed appropriately
- Control the movement of files
- Other duties that may be assigned by the supervisor.

August 2008 to June 2012 Emanage Africa Ltd. Working at Kenya Airways Ltd

Records Officer

Duties and responsibilities:

- Conduct records or documents survey and appraisal in their respective departments to determine the fiscal, administrative, legal or historical value
- Provide records management consultancy, training staff and supervise Records Management Assistants
- Prepare annual budget for records management activities and operations
- Develop and implement records management policies and programmes
- Preparing monthly work plans and projects reports
- Sort, classify, file, arrange, index, label, box and shelve records
- Control the movement of records and documents
- Assist users to retrieve and return records to respective files and the Records Centres
- Decrease incidences of loss of records by returning retrieved records into appropriate files
- Maintain a complete register/inventory of all active, semi active and obsolete records
- Disposing obsolete records and creating spaces for current records

June 2008-August 2008 Kenya Airways Technical Library

Internship at the Company Technical Library

Duties and responsibilities:

- Manage and organize Flight Operations and Aircraft Libraries and aircraft manuals in accordance to the Companies policies
- Ensure that the digital and paper flight deck library is at all times up dated to the required operational safety standards while maintaining efficiency and customer satisfaction
- Ensure applicable manuals are distributed as per the distribution lists before the manual effective dates
- Manage the disposal of the Flight Operations documents and records as per the company disposal procedures
- Update the aircraft library catalogue to reflect the current revision status of each document on the flight deck

REFEREES

MR. Ben Angero,
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