

## CURRICULUM VITEA

### JARED OGIRE AUKO

#### PERSONAL INFORMATION

**NAME** : JARED OGIRE AUKO  
**TEL.** : 0721 511 731  
**EMAIL** : [jaredogire@gmail.com](mailto:jaredogire@gmail.com)  
**DATE OF BIRTH** : 03.06.1985  
**ID NO. : 24107843**  
**MARITAL STATUS** : Single  
**NATIONALITY** : Kenyan  
**LANGUAGES** : English, Kiswahili, Luo

#### CAREER OBJECTIVES

- To succeed immensely in my career, win awards for myself and my organization.
- To work in reputable institution and improve the welfare of humanity by excelling in the commercial field.
- To use the knowledge attained for human development and social transformation.

#### EDUCATIONAL BACKGROUND

- **2009- 2010** :Diploma in house keeping and front office operation at Kenya polytechnic university college
- **2008- 2008** : Certificate in House Keeping and Laundry at Kenya Polytechnic University College.
- **2000- 2003** : St. Johns Seminary Rakwaro , mean grade C- (KCSE)
- **1991-1999** : Koyier Primary School, with 421 marks out of 700 overall ( KCPE)

#### LEADERSHIP EXPERIENCE

- ❖ **2000- 2003** : Acted as a class prefect for two years in form one and form three.
- ❖ **2008 APRIL- DEC. 2008** : Class Representative at Kenya Polytechnic University College, Course: Certificate in House keeping and laundry

❖ 2009- 2010

: Class Representative at Kenya  
Polytechnic University College. Course:  
Diploma in House keeping and Front office  
operation.

### QUALIFICATIONS

**2012 FEB TO DATE** : University of Nairobi

**POST** : Halls Assistant

**DUTIES** : Ensuring cleanliness of the area assigned  
to me by the halls officer.  
: Ensuring proper waste disposal after  
every session of work.  
: Reports the cleanliness status of each of  
the parts of the compound under my supervision  
to the halls officer

: Issuing out keys to the students during

Registration

: Assigning duties to custodians.

➤ **2010 SEPTEMBER** :Worked with Interim Independent  
Electoral Commission.

**Designation** : Election poling/counting clerk.

**Duties** : Identification of voters before voting.  
: Issuing ballot papers.  
: Assisting the PO during the counting.  
: Assisting the PO in preparing the reports.

➤ **2010 AUGUST** :Worked with Interim independent electoral  
Commission.

**Designation** : Referendum Poling / Counting Clerk

**Duties** : Identification of voters before voting.  
: Issuing ballot papers.  
: Assisting the PO with the counting and the tallying.  
: Assisting the PO in preparing the reports.

➤ **2007 MARCH to 2010 JUNE.**

: Works with Rusinga Home care Ltd attached to Wilson Business Park.

**Designation**

: Public area Supervisor (Night Shift).

**Duties**

: Ensuring cleanliness of the area assigned to me by the manager.  
: Ensuring proper waste disposal after every session of work.  
: Reports the cleanliness status of each of the parts of the compound under my assignment to the management.

➤ **2008 January to 2009 November**

: Worked with the University of Nairobi's Students Welfare Authority, attached to Upper State House Strategic Management Unit.

**Designation**

: Halls attendant.

**Duties /Resp.**

: Ensuring the cleanliness of the area assigned to me by the Supervisor.  
: Conducting the inspections of the area under my care any defects and to report the same to the authority.  
: Assisting in the checking in and out of the Students.  
: Reports the cleanliness status of each of the Parts of the establishment under my assignment to the supervisor.

➤ **2010 January to 2010 April**

: Worked with the university of Nairobi's, attached to Women's Hostels strategic Management Unit.

**Designation**

: Halls attendant.

### **Duties/Resp**

- : Ensuring the cleanliness of the area assigned to me by the Supervisor.
- : Conducting the inspections of the area under my care any defects and to report the same to the authority.
- : Assisting in the checking in and out of the Students.
- : Reports the status of each of the parts of the establishment under my assignment to the supervisor.

### **HOBBIES**

- ❖ Reading
- ❖ Socializing
- ❖ Traveling
- ❖ Listening to gospel music

### **REFEREES**

- ❖ Dr. Owuor Olunga  
University of Nairobi  
Manager (LSHRU)  
Phone No. 0722217132
- ❖ Mr. Onchueri Charles  
University of Nairobi  
Halls Officer (LSHRU) SMU  
Phone No. 0722997028
- ❖ JACK MIRUKA  
OPERATIONS MANAGER.  
RUSINGA HOME CARES LIMITED.  
P.O.BOX 27751-00100.