

Curriculum Vitae

Personal Data

Name: Joseph Sigei Seroney
Date of Birth: 1966
Nationality: Kenyan
Marital status: Married
Contact: 0713202906/0722274862

Career Objective

To work with minimum supervision, dedication and being responsible and accountable throughout my duties.

SKILLS/STRENGTHS

- Ability to work well without supervision
- Ability to work effectively in a team
- Ability to meet set deadlines
- High moral integrity, honesty and self motivation
- Highly ambitious and growth oriented
- Highly dependable

Educational Background

Duration

2011 May
1984 - 1987
1977 – 1983

Institution

Industrial Rehabilitation Centre
Kimolwet High
Momoniat Primary

Examination

Certificate in Computer Proficiency
KCE
CPE

Work Experience

2004 todate	Acting Mail Clerk Grade III
Feb. 22 nd 1998 – 2003	Mail Clerk Grade II
1996 – 1997	Groundsman

Duties

To collect mail from the central mail registry
To distribute all incoming and out going mail in to their respective pigeon holes
To register all external and stamp them for postage
To ensure the franking machine is serviced and there stamps

Hobbies

Community work, Reading, Listening to gospel songs

Referees

1. Prof. Isaac O. Kibwage
Principal,
College of Health Sciences
2. Mr. Joseph M. Waigwi
Assistant Registrar,
College of Health Sciences
3. Mr. Stephen Gikami
Administrative Assistant,
College of Health Sciences