

# **CURRICULUM VITAE**

NAME: **JOSEPH ORONI OUMA**

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## **Carrier Objective**

I seek to leave a legacy excellence to every department I am attached to with a sole purpose of contributing to the achievement of the goals set by the organization.

## **Profile**

Consistently diligent, detailed and thorough, appreciative to originality and creativity.

Willing to learn, adjust and adapt, time utilizing, team player and resolutely purposeful.

## **Work Experience**

**University of Nairobi - Senior Administrative Assistant 2019 to date .**

**Academic Registrar's Office: Oct. 2009 to 2015**

- **Records Clerk**

**Examination Section: 2006 to Sept. 2009**

- **Clerk**

**University of Nairobi – Academic Division 2006 to date**

- **Clerk**

## **EDUCATIONAL BACKGROUND**

**2008 – 2010      University of Nairobi**

B. Ed. (Arts) Hons.

**2006-2008      Star College of Management Studies**

KATC INTERMEDIATE & KATC FINAL

**2006              Gebcon Computer College              -**

COMPUTER CERTIFICATE

**SKILLS:** Attended a Customer care training for front office Management held at University of Nairobi on 4<sup>th</sup> April 2009. The training was facilitated by Vine Base services Limited.

**LANGUAGES:** English, Kiswahili

### **Attributes**

- Hard working
- Social
- Team player
- Honest

### **HOBBIES**

Watching football, Reading, Watching movies, Visiting friends.