

# **CURRICULUM VITAE**

## **PERSONAL DETAILS**

**NAME:** Winnie Wangui Kahuri (Mrs.)  
**DATE OF BIRTH:** June 27, 1956  
**CITIZENSHIP:** Kenyan  
**MARITAL STATUS:** Married with 4 children  
**GENDER:** Female  
**LANGUAGES SPOKEN:** English, Kiswahili & Kikuyu. All fluently spoken or written  
**RELIGION:** Christian  
**TELEPHONE NUMBER:** 0720 496607

Was the class representative during the course period.

Among the courses covered were:

- Time and stress management
- Effective supervision and team building
- Decision-making and problem solving
- Leadership and Delegation
- Staff Appraisal and Motivation

2008 Workshop on Improving Service Delivery in student welfare  
2009 Workshop on Quality Management for Healthcare Professionals  
2009 Diploma in Youth Development Work  
University of Nairobi

## **WORK EXPERIENCE**

1974 – 1979 Records/Coding Clerk H.H. The Aga Khan Platinum Jubilee Hospital  
(Records Department)

## **RESPONSIBILITIES**

- Booking Admission for new and old patients
- Preparing clinic files for patients with appointments e.g. Antenatal, Postnatal, Neonatal clinics e.t.c
- Filing patient records, X-rays, Laboratory reports, Prescriptions etc
- Typing and coding patients' records

1979 – To date           Records Clerk University of Nairobi, University Health Services  
Staff/Students Clinic  
Currently at Kikuyu Campus Clinic

### **RESPONSIBILITIES**

- Management and supervision of all clerical staff in students clinic
- Reception work- attending all patients seen on daily basis
- Collection, compilation and presentation of medical statistics
- Booking patients to be seen by the doctors
- Keeping records ensuring confidential and safe custody of all medical records
- Filing general correspondence e.g. patients files, laboratory reports, X-ray, Receipts etc
- Currently I am the Section Head of students Clinic, Registry, Grade A