

CURRICULUM VITAE: KARANI GERALD MURIITHI

PERSONAL DATA

NAME: KARANI GERALD MURIITHI

NATIONALITY: KENYAN

CONTACTS: **Mobile:** 0729074978, 0739669824
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LANGUAGES: ENGLISH, KISWAHILI

PROFESSIONAL OBJECTIVE

To excel in a challenging, productive and satisfying career, in administrative and management of people and services to the public. To work in a challenging position where I would utilize my gained knowledge and skills to the best of my ability, and enable me to grow and develop while adding value to the respective organizations.

EMPLOYMENT BACKGROUND

April 2011 to date: University of Nairobi
Position: Office assistant(Principal`s Office, CHSS.)

EDUCATION BACKGROUND

2012-2013: Diploma in Business Management.
University of Nairobi

2012: Computer packages.
African Institute Of Research and Development Studies.

2002-2006:Kenya certificate of Secondary Education (K.C.S.E)
Kerwa Secondary School

LANGUAGES

English: **Speaking** - excellent; **Reading** - excellent; **writing** - Expert level.

Kiswahili: **Speaking** - excellent; **Reading** - excellent; **writing** - Expert level.

HOBBIES

- Watching and playing football

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- Travelling
- Making friends
- Volunteering