

NANCY WANJIRA KARUBIU

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Telephone : 0720384246.
Marital Status : MARRIED

Career Profile

I have 22 years working experience as a records clerk at the university health services. My career Objectives are to add value to the University of Nairobi Health Services and the entire University of Nairobi corporate goals and to my career development through self motivation and unquestionable integrity in my practice as a store keeper. To work in a challenging position, enough to explore my total performance with minimal supervision.

Academic and Professional Qualifications

Area of Learning	Provider	Year
Diploma in Purchasing And Supplies Management	University of Nairobi	2010-2012
Certificate in Purchasing and Supplies Management	University of Nairobi	2006
Computer Applications	Rare and Find College	2000
Currently pursuing a certificate course in records management.	Africa college of Aviation and management.	On going
Kenya Certificate of Education (K.C.E)	Siakago Girls High School-Embu	1986
Certificate of Primary Education 25 points out of 36 points	Mutuma Primary School	1976-1982

Personal skills and attributes

- **Leadership/Supervision** – Possesses excellent leadership skills. Able to lead my colleagues on assignments hence to the successful achievement of work objectives. I have successfully supervised teams of staff in different operational roles.
- **Computers**-Proficient in the use of Microsoft Office Suit.
- **Communication**- Communicates very well both orally and in writing. Possess excellent presentation skills. Fluent in English, Kiswahili.
- **Organization and Planning** – A highly organized individual who handles all tasks in a methodical and timely manner. Competent at planning and organizing activities.
- **Interpersonal** – Relates very well with people from different cultures and backgrounds. Able to work in a multi-cultural environment. Excellent at public relation, developing and maintaining strong relations.

These are my strong personal attributes

- Dynamic team-player of high integrity, highly results oriented and client focused.
- A dedicated mentor, trainer and faster learner.
- A self starter who can work under minimal supervision and responds positively to challenges and pressure.

Work Experience

From:	1991	To:	To Date	Employer:	University Of Nairobi Health Services	Role	Records clerk
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Duties and Responsibilities

- Guiding and giving both staff and students reliable and relevant information about clinic operations and procedures.
 - Opening files for staff members and students medical records.
 - Retrieving and filing documents after treatment. Timely interventions of Client related issues at the records office as they occur.
 - Taking files to the triage officers for observations.
 - Filing of all relevant medical documents related to health services for both staff members and students.
 - Compiling data for staff members and students attendance on daily basis.
- Worked in various clinics including: Chiromo, Parklands Upper and Lower Kabete Clinics and currently at Kenya Science. Vast and in-depth experience in all the above clinics based in the University for both students and staff members with my committed years of experience and dedication to the University of Nairobi.

2. Drugs store (from the year 2001 to 2010)

○ ***Duties and Responsibilities:***

- Issuing drugs to both students and staff pharmacies and nursing stations.
- Ordering drugs from pharmaceutical companies.
- Drugs Store Stock and Inventory Management; stock taking, expiry monitoring, variance tracking and accounting for the same.
- Updating drugs records in bin cards as inventory update.

Training Courses/Seminars Attended

- Records Management Trainings organized by University of Nairobi
- HIV/AIDS Clinical Management Seminars

HOBBIES AND EXTRA CURRICULUM ACTIVITIES

Hobbies: Listening to Gospel music,traveling, Helping and socializing with the less fortunate in sharing with them their life experiences, Reading Motivational books,and Swimming

Referees

1	NAME	Dr. M.R.B Otieno
	ORGANIZATION	Deputy Chief Medical Officer, University of Nairobi Health Services,UHS
	TELEPHONE	Tel 0733749509
2	NAME	Peris Mwaniki
	ORGANIZATION	Nurse-University of Nairobi Health Thank you in-advance. Yours Truly, Services,UHS
	TELEPHONE	Tel: 0721140738
3	NAME	Mr Benard Mwangi
	ORGANIZATION	Assistant Registrar,School of Business Studies, University of Nairobi .