

CURRICULUM VITAE

PERSONAL DETAILS

NAME: Catherine Wambui Chinga
NATIONALITY: Kenyan
MARITAL STATUS: Married
ID NO: 14571730

CONTACT

Catherine Wambui Chinga
C/o Department of Human Anatomy
University of Nairobi
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NAIROBI
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EDUCATION BACKGROUND

2011 – TO-DATE

INTRAGLOBAL TRAINING INSTITUTE
Diploma in Business Administration

NOVEMBER 2007:

Shorthand Stage III - 120 WPM (KNEC)

**JANUARY 1999 – MARCH 2000:
EXAMINATIONS PASSED:**

AVENUE SECRETARIAL COLLEGE
Typewriting Stage III - 50 WPM (KNEC)
Typewriting Advanced - 50 WPM (PITMAN)
Shorthand 100 WPM (PITMAN)
Business English Stage III (KNEC)
Commerce Stage II (KNEC)
Office Practice Stage II (KNEC)
Secretarial Duties Stage II (KNEC)
Office Management Stage III (KNEC)

COMPUTER KNOWLEDGE:

MAY 2001 – AUGUST 2001

LEADING EDGE INSTITUTE OF PROFESSIONALS

Microsoft Windows

Microsoft Word

Microsoft Excel

Microsoft Access

1991 - 1994:

J.G KIERE-INI SECONDARY SCHOOL

Attained a mean grade of C⁺ (plus) in the Kenya Certificate of Secondary Education (KCSE).

WORKING EXPERIENCE

MARCH 2003 TO DATE: Secretary, Department of Human Anatomy, University of Nairobi

Responsibilities

1. Receive and handle information for distribution to staff and students.
2. Management of the office of Student Affairs.
3. Typing of teaching and research material and other student related correspondence.
4. Establish and maintain files, on student matters.
5. Distribute teaching schedules, and any other materials related to student affairs.
6. Send out notices of meetings to teaching and technical members of staff.
7. Make the necessary arrangements for meetings and travel.
8. Keep students records of attendance, admission, staff evaluation, assessment and examinations.
9. Preparation, selling, storage and distribution of teaching manuals and notes.
10. Any other duties assigned by the management from time to time.

APRIL 1996 – MAY 1998:

Midland junior school

DUTIES:

Establish and maintain filing systems for administrative and teaching matters

Typing correspondences, minutes and notices on PTA matters

Collecting and banking school fees

PERTINENT INFORMATION

To work in a busy and a challenging environment to equip myself with sufficient knowledge in order to serve at the decision making levels of management.

REFEREES

1. Prof. Hassan Saidi
Chairman
Department of Human Anatomy
P .O BOX 30197
NAIROBI

2. Dr. Benard Ndung'u
Department of Human Anatomy
University of Nairobi
P.O. BOX 30197
NAIROBI

3. Ms. Sara Mungania
Chief Technologist
Department of Human Anatomy
P. O BOX 30197 – 00100
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