

CURRICULUM VITAE

PERSONAL DETAILS

Name: Moraa Kerandi

Date of birth: 1963

Nationality: Kenyan

Marital status: Married

Gender: Female

Religion: Christian

Address: 30197-00100

Telephone: 0721 423 496

E-mail address: kerandi@uonbi.ac.ke

Languages: English, Kiswahili and mother tongue

CAREER OBJECTIVES

To offer quality professionalism in the field of records and archives management while upholding and improving the standards of the records practices

EDUCATION BACKGROUND

1985-1986 **Kereri Girls High School**

Kenya advanced certificate of education (K.A.C.E)

1981-1984 **Nyatieko Secondary School**

Kenya certificate of education (K.C.E)

1977-1983 **Irianyi Primary School**

Certificate of primary education (C.P.E)

ADDITIONAL QUALIFICATIONS

2004 **Adventist Chaplaincy Ministries**

Lay chaplain

Attained level ii lay biblical counseling

2003 **University Of Nairobi-Nuclear Science**

Computer packages: Introduction to computer, Ms Word, Excel, and Access

WORK EXPERIENCE

University of Nairobi: Central mail registry (Feb 2011 to date)

Registry supervisor

Job profile

- To receive all mails, date stamp, sort and classify them
- To register all incoming and outgoing mails
- To ensure that no mail is either lost or misplaced
- To accurately frank all mails for posting
- To register and dispatch all received cheques
- To regularly carry out mail census
- To promptly retrieve all mails required

Center for international programmes and links

Registry supervisor

Job profile

- Carry out all clerical duties in the center for international programmes and links
- Filing of correspondences
- Organizing and retrieval
- To establish and maintain an efficient filing and retrieval system
- To prepare files, locate and relocate files and documents as required
- To process internal stores requisition whenever office stationary is required
- To record and keep statistics of new links, maintain records and statistics.
- To process and keep track of pupils passes with immigration office.

Academic division 1989-1994

Records clerk

Responsibilities

- Entry of students data
- Filing students records
- Processing students loan and paying points
- Keeping the statistics of all students
- Revision exercise for job students
- Processing admission letters for students

Itibo Girls Secondary School(1987-1989)

Teacher: teaching in Kiswahili, History and CRE

Electoral commission of Kenya, December 1987

I worked at the electoral commission of Kenya as supervisor polling station during the general election period.

Other skills

- Effective communication both at written and verbal
- Ability to work under pressure without supervision within tight timelines
- Ability to recognize and resolve issues
- A high level of practical and professional competence

Interests

- Socializing
- Travelling and making new friends
- Debating
- Sports
- Listening to gospel

Referees

Mrs. Esther Owigar,

U.N.E.S Ltd,

P. O. Box 30197-00100, Nairobi

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