

CURRICULUM VITAE

PERSONAL INFORMATION

NAME: Veronica Njeri Kiunga
DATE OF BIRTH: 1962
CITIZENSHIP: Kenyan
ID NUMBER 3220378
MARITAL STATUS: Single with one child
GENDER: Female
LANGUAGES SPOKEN: English, Kiswahili & Kikuyu.
RELIGION: Christian
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ACADEMIC QUALIFICATIONS

YEAR	SCHOOL	ACHIEVEMENTS
1972- 1978	Kamworia Primary School	25 points K.C.P.E.
1992 - 1994	Uthiru Secondary School	K.C.E Division III

PROFESSIONAL QUALIFICATIONS

<u>YEAR</u>	<u>INSTITUTION</u>	<u>QUALIFICATIONS</u>
1996	Kenya Polytechnic	Certificate in Archives & Records Management
1999	UON (Nuclear Science)	Certificate in Computer Packages
2003	University of Nairobi	Purchasing & Supplies Management
2010	University of Nairobi	Diploma in Guidance & Counselling
2011 on-going	University of Nairobi	BA, Counselling Psychology

WORK EXPERIENCE

<u>YEAR</u>	<u>ORGANIZATION</u>	<u>DESIGNATION</u>
1989-1992	University of Nairobi, Health Services	Clerk

Duties and Responsibilities

- Receiving, storing and issuing of drugs to respective colleges
- Maintaining proper records of drugs received, issued and balances at hand

1993 – 1998 **University Health Services, Student Clinic** **Clerk**

Duties and Responsibilities

- Reception services
- Opening of new medical files
- Retrieving and filing of patient files
- Filing of correspondences including laboratory results in respective files

1999- 2004 **University Health Services** **Clerk in charge of the Drug store**

Duties and Responsibilities

- Staff supervision in the drugs store
- Receiving and issuing of drugs
- Proper maintenance of accounting documents

2005- To date **University Health Services, Students Registry** **Clerk**

Duties and Responsibilities

- Customer care services
- Retrieving and filing patient files
- Sorting and filing correspondences
- Receiving of first year students and opening medial files for them
- Opening files for new members of staff and their dependents and other duties that are assigned to me by my supervisor.

SPECIAL INTERESTS/HOBBIES

- Travelling
- Participating in community and Christian services
- Picnics/Retreats

PERSONAL QUALITIES

- Hardworking and honest
- Able to work well alone as well as in a team
- Responsible and one who is able to work with minimal or no supervision

REFEREES

1. Dr. S.Ochiel
Chief Medical Officer
University of Nairobi, Health Services
P. O .BOX 30197-00100
NAIROBI

2. Mr. Jacob M. Gichunge
Hospital Administrator
University of Nairobi, Health Services
P. O .BOX 30197-00100
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3. Mrs Dr. Muthami
Lecturer
University of Nairobi
P. O .BOX 30197-00100
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