

CURRICULUM VITAE

LILIAN PATRICIA MURAGURI (MRS.)

PERSONAL DETAILS

| | |
|------------------------|---|
| Nationality | Kenyan |
| Languages | English, Kiswahili, Kamba |
| Marital Status | Married with two children |
| Address | University of Nairobi ICT Centre P. O. Box 30197-00100 <u>NAIROBI</u> |
| Telephone | 254-204914002 (Office) 254-722819872 (Mobile) |
| | lillo@uonbi.ac.ke (Email) |
| Objectives | I inspire to work in an organization where my proven interpersonal skills, organizational abilities and team playing experience can be put into maximum use. |
| Work Experience | 1999 – To-date University of Nairobi, Director – ICT Centre Secretary, Senior Secretary and Senior Assistant Executive Secretary <ul style="list-style-type: none">✓ To prepare and produce documents✓ Maintaining an efficient filing and retrieval system of documents and files including classified materials✓ Ensuring safe custody of confidential documents and files✓ Handling appointments, deal with enquiries, telephone calls and routine administrative tasks in the office independently✓ Handling the Director’s Diary✓ Handling mail and routine correspondence |

- ✓ Receiving and attending to visitors
- ✓ Handling and operating office equipment
- ✓ Guiding and supervising junior staff and ensuring security of the office

**1993 -1998 University of Nairobi – Principal’s Office
College of Biological and Physical Sciences**

- ✓ Booking appointments for the Principal
- ✓ Maintaining the Principal’s diary
- ✓ Typing all office correspondence
- ✓ Handling telephone calls and visitors
- ✓ Opening and dispatching mail
- ✓ Filing all office correspondences including confidential documents
- ✓ Maintaining and distributing stationery
- ✓ Handling petty cash

**1991-1993 Auditor General (Corporations) Office of Deputy
Director**

Assistant Secretary

- ✓ Answering telephone calls and attending calls and attending to visitors
- ✓ Handling incoming and outgoing mails
- ✓ Dealing with filing requirements
- ✓ Handling all photocopying requirements
- ✓ Supervision of junior staff i.e. drivers, cleaners and messengers

Education

**2003 – 2008 Bachelor of Arts – University of Nairobi
(Second Class, Upper Division)**

1986 – 1987 Matungulu Girls’ Secondary School A-Level

- ✓ Two Principal Passes
- ✓ Two Subsidiary Passes

1982 -1985 Matungulu Girls’ Secondary School O-Level

- ✓ Division II

| Professional Qualifications | St. Mary's Secretarial College | KNEC Examinations |
|------------------------------------|--|--------------------------|
| | ✓ Business English | - Stages I, II, III |
| | ✓ Typewriting | - Stages I, II, III |
| | ✓ Office Practice | - Stages I, II |
| | ✓ Office Management | - Stage III |
| | ✓ Secretarial Duties | - Stage II |
| | ✓ Commerce | - Stage I, II |
| | Pitman Examinations | |
| | ✓ Shorthand | - Stage III (110 w.p.m.) |
| | ✓ Shorthand | - Stage III (120 w.p.m.) |
| Computer Literacy | | |
| | ✓ Microsoft Office | |
| | ❖ Microsoft Word | |
| | ❖ Microsoft Access | |
| | ❖ Microsoft Excel | |
| | ❖ Microsoft PowerPoint | |
| | ❖ Microsoft Publisher | |
| | ✓ Adobe Page Maker | |
| | ✓ WordPerfect 5.1 & 6.0 | |
| | ✓ Lotus 1-2-3 | |
| | ✓ Database III+ | |
| | ✓ Ms Word for Macintosh | |
| | ✓ Microsoft Internet Explorer | |
| | ✓ Netscape Navigator | |
| Other Trainings | | |
| | ✓ Customer Care, Gender Mainstreaming & Service Delivery Charter | |
| | ✓ Integrity & Security of Records | |
| | ✓ Disaster Preparedness | |
| | ✓ Sign Language Skills | |
| | ✓ Anti-Virus Tools | |
| | ✓ Team Building | |

Interests

- ✓ Travelling
- ✓ Excursions
- ✓ Watching Movies and Documentaries

Referees

Prof. Timothy M. Waema
University of Nairobi
School of Computing and Informatics
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Prof. Elijah I. Omwenga
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