

# CURRICULUM VITAE

## PERSONAL DETAILS

**NAME:** Loise Wangui Muraba  
**DATE OF BIRTH:** 7<sup>th</sup> January, 1965  
**MARITAL STATUS:** Married  
**CONTACT ADDRESS:** UoN Finance Dept, P.O. Box 30197, Nairobi  
**TELEPHONE:** 0721 796953

## WORK EXPERIENCE

1987 – 1995: Worked at Computer Science, Chiromo Campus as a Data Entry Operator.

**Duties:** Entering payroll data, students course sheets, supervising and assisting students while doing computer assignments, entering HELB loan forms and any other duty assigned by the Director.

1995 – 1997: Worked as a Secretary to the Senior Accountant, Budgetary Section.

**Duties:** Working on the Estimate Book, typing of budgetary allocations, virements and any other duties assigned by the Senior Accountant, Budgetary Control Section.

1997 – 2009: Worked as a Secretary to the Senior Accountant, Income Section.

**Duties:** Typing of investment letters, acknowledgement letters for all the revenue received e.g. Capitation, CDF, assisting the Accountant in entering data in bank reconciliations and any other duty as assigned by the Senior Accountant, Income Section.

2009 – 2011: Worked as a Secretary to the Senior Accountant, Expenditure Section.

**Duties:** Receiving all the correspondences regarding payments to suppliers, recording of RTGS for remittance to the bank, attending to visitors, preparation of Cash Flow documents prior to the meeting and any other duty as assigned by the Senior Accountant, Expenditure Section.

2011 – 2012: Working in Salaries Section and acting on a vacant position of Secretary Grade D.

**Duties:** Receiving all the correspondences associated with the payroll, attending to visitors, recording, and dispatching them to the respective officers in Salaries, Wages and Clearance sections.

## **EDUCATION BACKGROUND**

1972 – 1979: Kanjai Primary School – CPE certificate of 33 points

1980 – 1983: St Anne’s Secondary School, Lioki – KCE DIV 3 – 36 points  
(Attached certificate)

1985 – 1987: Sisters of Mercy Commercial College - Kiambu  
(Attached certificates)

1993: Avenue Commercial College – Shorthand 80 wmp  
(Attached certificate)

1999: Avenue Commercial College -Shorthand 100 wpm; Office Management III  
(Attached certificates)

2007: Tulips Commercial College – Business English II & III,  
(Attached certificates)

2008: Shorthand 120 wpm  
(Attached certificate)

## **OTHER CERTIFICATES**

2001: Dakel CompuServices – Excel

2008: Dakel CompuServices – Word and Access

2009: Vine Base Services Limited – Customer Care Training For Front Office Staff

## **REFEREES**

1. Michael Karue  
Finance Officer  
University of Nairobi
2. Peter M. Ngari  
Deputy Finance Officer  
Student Welfare Authority
3. Dr John M. Wanjohi  
Chemistry Department  
Chiromo Campus