

# CURRICULUM VITAE

## **BIO DATA**

**NAME:** Lydia Wanjiru Mwangi  
**CURRENT POSITION HELD:** Secretary  
**TEL:** 0723471052

**ADDRESS:** P.O. BOX 29053 - 00625  
Nairobi  
E-mail: lydia\_mwangi@yahoo.com

## **ACADEMIC DATA**

## **PROFESSIONAL QUALIFICATION**

**April 2011** - **Certificate** - Transformational Customer Care

### **ZETECH COLLEGE**

**September 2010 to date** - Pursuing Diploma in Marketing, Advertising and Public relations

**2000 – 2001**

**COLLEGE: ST. JOSEPH TRAINING CENTRE**

### **Certificate in Secretarial Studies (KNEC) Examinations.**

Secretarial Duties – Distinction  
Office Practice I - Credit  
Office Practice II – Pass  
Business English I& II – Pass  
Typewriting I & II – Credit, Pass  
Advanced Typewriting 50 w.p.m. – 1<sup>st</sup> Class  
Shorthand – 90 w.p.m  
Commerce I&II – Pass

Windows 95/98  
MS – word 97/2000  
MS – Dos Ver 6.22

**1994.1995**

**COLLEGE: Associated Computer Services**

### **SECRETARIAL COMPUTER OPERATIONS**

#### **Software Packages attained Grade A**

- Operating System MS-Dos
- Wordperfect

- Data Base Management
- Lotus 123

### **ACADEMIC QUALIFICATION**

### **SECONDARY EDUCATION**

1986 – 1989:                      Kiru Secondary School  
Kenya Certificate of Secondary Education

### **PRIMARY EDUCATION**

1977 –1985                      Ngamba Primary School  
Kenya Certificate of Primary Education

### **WORKING EXPERIENCE**

May 2002                      University of Nairobi  
Position Held:                Secretary (Attachment)

2003 to date                      University of Nairobi

**Position Held :**                Secretary

### **DUTIES**

- Preparing letters, a portion or all of which may be composed or compiled on the bases of personal knowledge of the subject matter.
- Attend the students and general public and direct them to other staff office for assistance
- Receiving and answering telephone and replied to questions in accordance with general instruction or refer calls to appropriate staff/offices
- Typing students/staff and other correspondences as instructed or in accordance with precedent.
- Typing minutes of the Faculty Board meetings.
- Entering examination results into SMIS in preparation for Board of examiners approval.
- Preparing of consolidated mark sheets and provisional transcripts for Msc. Students.

- Set up and maintain office files and keep correspondences and reports available for reference and efficient operation of the office.
- Ensure office cleanliness and proper maintenance of office equipments.
- Keeping of fee payment records and schedules as submitted by UNES/Bursar  
CAVS
- Preparing the list of students duly authorized to attend classes and sit University examinations upon payment of full fees.
- Preparation of the final list of students registered for all course units being offered by the faculty in any semester.
- Preparing lists of duly registered students to the individual lecturers/course instructions.
- Opening and updating files for staff individual postgraduate students and external examiners in accordance to privacy and University regulations.

### **AWARDS**

Best secretary in the college of Agriculture and Veterinary Sciences in the academic year 2006/2007

### **REFEREES:**

1. Prof. J.H. Nderitu  
University of Nairobi  
P.O BOX 29053 - 00625  
NAIROBI  
TEL: 0722308581
  
2. M.M. Nyamu  
Assistant Registrar  
University of Nairobi  
P.O. BOX 29053 – 00625  
NAIROBI  
TEL: 0722418800
  
3. Mr. Ndung'u wa Munywe  
Assistant Registrar  
University of Nairobi  
P.O. BOX 30197  
NAIROBI  
TEL: 0722301163