

PROFILE

An honest, flexible, hardworking, understanding and determined person who believes in herself and has the will of power to surmount any challenges on my way to achieve success.

QUALITIES AND SKILLS

- ❖ Good interpersonal relationships
- ❖ Excellent written and oral communication
- ❖ Computer compliant and literate
- ❖ Hardworking and self motivated
- ❖ Good listener

WORKING EXPERIENCE

2005-date

Registry Clerk grade 111, Principal's Office –College of Health Sciences at the University of Nairobi

ROLES AND RESPONSIBILITIES

- ❖ Ensure that filling of all documents is done accordingly
- ❖ Attend ISO meetings and implement what has been passed
- ❖ Update the Indexing Scheme of the Principal's Office and assist the departments in implementing their cascaded scheme
- ❖ Ensure that all Bring Ups are retrieved in time and actioned on by the respective administrator.
- ❖ Receive and compile all job applications for action in the respective department
- ❖ Receive, Sort and file all correspondences within the Principal's Office
- ❖ Ensure the smooth running of the archival unit
- ❖ Maintenance of the College University Management Information System(UMIS)

1997-2004

Registry Clerk grade 11-Principal's Office –College of Health Sciences at the University of Nairobi

ROLES AND RESPONSIBILITIES

- ❖ Receive all correspondences within the Office of the Principal
- ❖ Record all incoming correspondences
- ❖ Sort, arrange and file all correspondences
- ❖ Issue of stationary
- ❖ Maintenance and issuance of students' graduation regalia

ACADEMIC AND PROFESSIONAL BACKGROUND

2005: Universal School of Business-Certificate in Computer Packages

- Introduction to Computers - Credit
- Ms-DOS -pass
- Windows -Credit
- Ms-Word - Distinction
- Ms-Access -Credit
- Ms-Excel -Credit
- Ms-Powerpoint -Pass
- E-mail and Internet -Credit

2004: Awarded Certificate in Archives and Records Management from the Kenya Polytechnic College

Courses trained in:

- Archives Administration
- Registry Operations
- Communication Skills
- Information Technology
- Preservation and Conservation of Information

1996: Avenue Secretarial College

-Typewriting course-25 w.p.m

'87-'90: Torongo Secondary School

- K.C.S.E -Grade D

1986: Kipsomba Primary School

-K.C.P.E -Pass

REFEREES

The Principal

College of Health Sciences

P.O Box 19676 KNH

Nairobi

Registrar

College of Health Sciences

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Nairobi

Registry Supervisor

College of Health Sciences

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