

## **CURRICULUM VITAE**

### **PERSONAL DETAILS**

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### **PROFILE SUMMARY**

A team player with a commitment to customer service through 6 years work experience in various secretarial roles, who possess the ability to communicate confidently at all levels, delivering high quality and personal service to my work. I possess plenty of initiative and a great desire to contribute to the ongoing success of any office. Apart from being highly organized, I believe my strong background and experience in a customer focused environment makes me a great asset for your organization.

### **EDUCATION BACKGROUND**

<b>YEAR OF STUDY</b>	<b>INSTITUTION</b>	<b>ATTAINMENTS</b>
2010-2015	KENYAN COLLEGE(Diploma in Secretarial Studies)	<ul style="list-style-type: none"><li>• OFFICE PRACTICE I &amp; II</li><li>• OFFICE MANAGEMENT</li><li>• BUSINESS ENGLISH I,II &amp; III</li><li>• COMMERCE I &amp; II</li><li>• SECRETARIAL DUTIES</li><li>• TYPING I, II &amp; III</li><li>• SHORTHAND I, II &amp; III</li><li>• PERSONNEL MANAGEMENT</li></ul>
2007	TECHNOWORLD TRAINING INSTITUTE	CERTIFICATE IN COMPUTER APPLICATIONS
2002 - 2005	THUMAITA GIRLS SEC SCH	K.C.S.E C-
1993 - 2001	KARUMANDI SOUTH PRY SCH	K.C.P.E

## **SKILLS AND EXPERTISE**

- Computer application skills
- Operating office equipment i.e. shredder, photocopier, binder, telephone
- Good Communication skills
- Problem solving and resilience, willingness to learn
- Team leadership and support
- Organized, flexible ,passionate and motivated

## **WORKING EXPERIENCE**

<b>YEAR</b>	<b>ORGANIZATION</b>	<b>POSITION/DUTIES</b>
Oct 2019 to date	<b>Dept. of Vet. Pathology, Microbiology &amp; Parasitology,  University of Nairobi</b>	<b>SECRETARIAL ASSISTANT</b> <b>Responsibilities:</b> <ul style="list-style-type: none"><li>• Assisting with handling of both incoming and outgoing mails;</li><li>• Typing, filing, cross referencing of correspondence and maintaining a file movement register;</li><li>• Handling incoming/outgoing calls in the office;</li><li>• Assisting in dealing with internal and external clientele;</li><li>• Assisting in preparation of documents for meetings;</li><li>• Operating office equipment;</li><li>• Any other duties assigned</li></ul>
Oct 2018	<b>Dept.of Food Science Nutrition &amp; Technology  University of Nairobi</b>	<b>SECRETARIAL ASSISTANT</b> <b>Responsibilities:</b> <ul style="list-style-type: none"><li>• Assisting with handling of both incoming and outgoing mails;</li><li>• Typing, filing, cross referencing of correspondence and maintaining a file movement register;</li><li>• Handling incoming/outgoing calls in the office;</li><li>• Assisting in dealing with internal and external clientele;</li><li>• Assisting in preparation of documents for meetings;</li><li>• Operating office equipment;</li></ul> Any other duties assigned

May 2016 – August 2018	<b>Temple College</b>	<b>SECRETARIAL ASSISTANT(casual clerk)</b> <b>Responsibilities:</b> <ul style="list-style-type: none"> <li>• Typing official documents;</li> <li>• Scheduling appointments;</li> <li>• Handling mails;</li> <li>• Customers service;</li> <li>• Filing documents;</li> <li>• Receiving calls.</li> </ul>
June 2015 – March 2016	<b>KENYA NATIONAL EXAMINATIONS COUNCIL(KNEC)</b>	<b>SECRETARIAL ASSISTANT(attachment, internship and casual clerk)</b> <b>Responsibilities:</b> <ul style="list-style-type: none"> <li>• Assisting with handling of both incoming and outgoing mails;</li> <li>• Typing, filing, cross referencing of correspondence and maintaining a file movement register;</li> <li>• Handling incoming/outgoing calls in the office;</li> <li>• Assisting in dealing with internal and external clientele;</li> <li>• Assisting in preparation of documents for meetings;</li> <li>• Operating office equipment;</li> </ul>
Oct 2014 – April 2015	<b>Temple College</b>	<b>SECRETARIAL ASSISTANT(attachment)</b> <b>Responsibilities:</b> <ul style="list-style-type: none"> <li>• Typing official documents;</li> <li>• Scheduling appointments;</li> <li>• Handling mails;</li> <li>• Customers service;</li> <li>• Filing documents;</li> <li>• Receiving calls.</li> </ul>
Feb 2010 – Dec 2011	<b>FOUR JAYS AND TEE ENTERPRISES</b>	<b>SALES/CYBER ATTENDANT</b> <b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Typesetting and printing documents;</li> <li>• Data entry/Record keeping;</li> <li>• Maintaining debtors and creditors records;</li> <li>• Performing daily reconciliation of cash receipts and payments;</li> </ul>

		<ul style="list-style-type: none"> <li>• Receiving incoming and outgoing mails;</li> <li>• Book keeping, filing and compiling monthly records;</li> <li>• Establish and maintain clients;</li> <li>• Maintaining accurate books and records of accounting.</li> </ul>
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**HOBBIES**

Reading, socializing, listening to gospel music

**REFEREES**

1. Prof. S.M.Githigia  
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