

CURRICULUM VITAE

PERSONAL DETAILS:

NAME: MARTIN WEPUKHULU MUKHOLI
DATE OF BIRTH: OCTOBER 10, 1960
NATIONALITY: KENYAN
SEX: MALE
MARITAL STATUS: MARRIED
RELIGION: CHRISTIAN
ADDRESS: P. O. BOX 30197-00100 NAIROBI
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PROFESSIONAL QUALIFICATIONS:

YEAR	COLLEGE	ACHIEVEMENT
Apr-Aug 2013	University of Nairobi (Centre of Excellence)	Certificate in ITES/BPO Course.
February 2013	St. John's Ambulance HQ	Certificate in First Aid and Fire Fighting Drill.
May to October 2009	Insight Institute of Professional Studies	Certificate in Computer packages
4 th April 2009	University of Nairobi	certificate in customer care training for front office staff
2001	University of Nairobi	Certificate in Personnel Management (CREDIT)
1992	Bible Correspondence School	Diploma
Dec. 1987	University of Nairobi	In-Service Course on Staff and Students Supervision, Leadership (SUCCESSFUL)
Jan.-June 1987	Premier College (Nairobi)	Accounts Clerk National Certificate (PASS)

ACADEMIC QUALIFICATIONS

1980-1981:	Kolanya High School	KCE Certificate
1978-1979	Nalondo Sec. School	KJSE Certificate
1971-1977	Mukhweya Primary School	CP.E. Certificate

WORKING EXPERIENCE

May ó Sept 2011	Acting Registry Supervisor Grade BC
April 2006 -May 2006 and November 2006 to December 2006	Acting Registry Supervisor Grade AB.
May 2004 ó may 2008	Mail registry ó transferred on promotion to Registry Clerk Grade IV
March 1998 óMay 2004	Transferred to Personnel Division on promotion as Registry Clerk Grade III.
19/5/989 -12/3/1998	Appointed on Permanent Terms as a Subordinate Staff Grade II in Security Office (Main Campus)
22/8/1985-18/5/89	Joined University of Nairobi as a Casual employee

CURRENT DUTIES/RESPONSIBILITIES

General Clerical duties in the Registry.

- Thus receiving, sorting, recording and filing of letters in the relevant files
- Receives and handles confidential documents/files and keep them for safe custody
- Assigned to perform extra duties of a retired Assistant Registry Supervisor Grade òABö from 10th July 2000 to date. Therefore I am responsible for requisition of stationery and issue the same to officers, secretaries and subordinate staff in the Personnel Division.
- Perform duties of Assistant Registry Supervisor Grade òABö and Registry Supervisor Grade òBCö whenever they proceed on their annual leave.

CAREER OBJECTIVES

- Interested in challenging assignments on Management of work and related information in a busy Registry Office
- Work in an organization where creativity and hard work is appreciated by the management
- Become a top management team member in an organization that is recognized for its outstanding management practices
- Train to acquire relevant skills/knowledge for effective and efficient performance on my duties

PERSONAL ATTRIBUTES

- ❖ Have ability to pay attention to details
- ❖ Ability to interact well with management and subordinate staff
- ❖ Can manage work situations at an extra personal level
- ❖ Have a Certificate of Good Conduct from CID Headquarters, Nairobi
- ❖ Have a Diploma on "NEW LIFE GUIDE" from Bible Correspondence School

HOBBIES

Reading

Listening Gospel Music

Football, Farming and

Discussing Development Issues

AVAILABILITY

Readily available when needed

REFERREES

Joseph O. Omollo

Records manager

University of Nairobi

Mr. G P. Mbugua
Snr. Assistant Registrar, Personnel
University of Nairobi.