

CURRICULUM VITAE

PERSONAL DETAILS

Name: Mary K. Obwori
Date of birth: 1969
Nationality: Kenyan
Marital status: Married
Gender: Female
Religion: Christian
Address: 10238-00200
Telephone: 0729436379
E-mail address: mary.obwori@uonbi.ac.ke
Languages: English, Kiswahili and Ekegusii

CAREER OBJECTIVES

To offer quality professionalism in the field of records and archives management while upholding and improving the standards of the records practices

EDUCATION BACKGROUND

- ✓ Diploma in Archives and Records Management, Kenya Polytechnic University College (awaiting certificate)
- ✓ Certificate in Archives and Records Management, Kenya Polytechnic University College
- ✓ Certificate in Human Resource Management, University of Nairobi

Gionseri Secondary school **1984-1987**

St. Joseph, Kilgoris **1979-1983**

Computer packages: Introduction to computer, Ms Word, Excel, and Access

WORK EXPERIENCE

University of Nairobi:

Alumni Office

General Registry

Personnel Registry

Job profile

- To receive all mails, date stamp, sort and classify them
- To register all incoming and outgoing mails
- To ensure that no mail is either lost or misplaced
- To regularly carry out file census
- To promptly retrieve all files required
- Filing of correspondences
- Organizing and retrieval
- To maintain an efficient filing and retrieval system
- To prepare files, locate and relocate files and documents as required

Other skills

- Effective communication both at written and verbal
- Ability to work under pressure without supervision within tight timelines
- Ability to recognize and resolve issues
- A high level of practical and professional competence

Interests

- Socializing
- Traveling and making new friends
- Debating
- Sports
- Listening to gospel