

## CURRICULUM VITAE

### **Bio Data**

Name : Pius k. melly  
Date of Birth : 5<sup>th</sup> February, 1980  
Sex : Male  
Marital Status : Married  
Nationality : Kenyan  
Religion : Christian  
ID No. : 21982591  
Mobile No. : +254 6 722145407 -0773888431  
Email : [pskmelly@gmail.com](mailto:pskmelly@gmail.com)  
Address : P.O. Box 30197, Nairobi

### **Carrier Objectives**

To dedicate on Service delivery team work, Professional advancement in ICT and relevant certification In Estates management Course to align skills, competency and Technical Evaluation Within a short Time.

### **Personal Appraisal**

I am a determined, self driven, committed, hard working, responsible, talented, focused and, endowed with outstanding creativity with the capacity to inspire, initiate, support and respond positively to team work.

### **Education**

2015 - Moi University: Bsc. Computer science  
2002 - Diploma information Technology  
1998 - KCSE C+  
1994 - Kenya Certificate of Primary Education

### **Work Experience**

Currently working as Data Clerk Grade BC University of Nairobi Estates department

### **Duties**

- Preparation of monthly utility Bills for water and electricity.

- Parallel meter reading for both water and electricity.
- Yearly preparation of Land Rent and Land Rates.
- Updating Tenants register
- Updating waiting list register for both junior and senior staff
- Reconciliation of Rent collection in liaison with housing officer and Deputy Estates Manager.
- Respond to routine correspondence as directed by Estates manager

### **Duties**

- 2005 ó 2013 September MicroLAN Kenya Ltd
- Attended several seminars and trainings.
- Experience in use of Spss package
- Filing, sorting and entering various documents as per there codes
- Installation and deployment of various computer programs i.e. windows, office suite, antivirus and tailored made programs for special purpose i.e. accounting packages
- Repairing of printers, desktops and day to day help to users.
- Any other duty assigned by head of department

### **Hobbies**

- Reading
- Doing social work in my village

### **References**

Mr. George Onkundi

Senior Auditor

Kenya National Audit Office

P.O. Box 300846 00100

**NAIROBI**

Mr. Hillary Kipchumba Tabut, Mobile 0713-734-382

Accountant Tindiret Tea Estates

P.o Box 144

**SONGHOR**