

CURRICULUM VITAE

CONTACT INFORMATION

Name: Milcah Wanjiru Maina

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PERSONAL INFORMATION

Date of birth: August 1957

Citizenship: Kenyan

Religion: Christian

Languages: English and Kiswahili

Gender: Female

WORKING EXPERIENCE

1982-1983- worked with Unibuilt Kenya Limited.

-Benals Education Suppliers

1984 up to date: I was employed by the University of Nairobi

PROFESSIONAL QUALIFICATIONS

1980- I joined Wakulima secretarial College where I pursued a certificate in office management and typing stage two both of them

-Computer packages

-Introduction to computer and windows

-M/S Word

-M/S Excel

-Introduction to networking and internet

2ND April, 2001-24th may – Office 2000 and email

3rd to 5th December 2002- Secretarial development and public relations

13th June 2009 –Participated in Fire Extinguishing (Practical)

19th November 2010 –Participated in sports day

2005/2006 -Performance appraisals which was rated as good and also for 2010/2011 was also good.

EDUCATIONAL BACKGROUND

1975-1978 –Senior Chief Koinange Girls High School

-Kinja primary school North Kinangop

HOBBIES

- ✓ Socializing
- ✓ Singing

PERSONAL ATTRIBUTES

1. High achiever always aiming at High performances
2. Self confident, efficient and effective in allocation of time and resource to complete tasks with minimum supervision

REFEREES

W. Matandiko

Halls officer -LKC