

---

## **CURRICULUM VITAE**

**NAME:** Susan Waturi Murima

**SEX :** Female

**DATE OF BIRTH:** February 10, 1976

**NATIONALITY:** Kenyan

**ADDRESS:** P O Box 17646-0200 City Square

**E-MAIL ADDRESS:** [Mirima@uonbi.ac.ke](mailto:Mirima@uonbi.ac.ke) or [Waturism@yahoo.com](mailto:Waturism@yahoo.com)

**MOBILE TELEPHONE:** 0722- 269855

### **EXPERIENCE**

1998 – to date- worked in the University of Nairobi

### **RESPONSIBILITIES**

- Giving secretarial support to the Unit Head, Lecturers and other staff members of the Unit
- Receiving incoming calls and making calls including e-mails
- Maintaining the departmental Chairman's diary
- Dealing with students issues in liason with the Chairman, Lecturers and other members of staff of the Department
- Receiving visitors and patients visiting the Unit
- Handling mail and files, writing correspondence for the department both internal and external

- Maintaining the office petty cash

**EDUCATION**

1982-1989  
Mbagathi Road Primary School                      KCPE (Passed)

1990-1993  
Chinga Girls Secondary School                      KCSE (Mean Grade B-)

**PROFESSIONAL QUALIFICATIONS**

2010 -2012    Bachelor of Commerce degree  
KCA University                                      (Human Resource option)

1995-1996  
Strathmore College                                      Full Secretarial Course

2000-2001  
Kenya Institute of Management (KIM)              Diploma in Business Management

2000  
Vision College of Accountancy                      Kenya Accountants Technician  
Certificate –Intermediate level

**KENYA NATIONAL EXAMINATION COUNCIL (KNEC) CERTIFICATES**

1995-1996

<u>Examination</u>	<u>Stage</u>	<u>Grade</u>
Business English	III	Credit
Office Management	III	Credit
Shorthand (100 wpm)	III	Distinction
Office Practice and Procedure	II	Distinction

Secretarial Duties	II	Credit
Commerce	II	Credit
Typewriting	II	Pass

### **PITMANS EXAMINATIONS CERTIFICATES**

<u>Examination</u>	<u>Stage</u>	<u>Grade</u>
Typewriting (50wpm)	Advanced	First Class
Shorthand (100wpm)	III	Pass
Office Practice and Procedures	II	First Class
English for Business Communication	III	Pass
Book-keeping and Accounting	I	Pass
Word-processing	I	First Class

### **COLLEGE EXAMINATIONS (STRATHMORE COLLEGE)**

<u>Examination</u>	<u>Grade</u>
Office Management	First Class
Business English	Pass
Commerce	First Class
Secretarial Duties	First Class
Book-keeping and Accounting	First Class
Lotus I 2, 3	First Class
Dbase III	First Class
Professional and Social Ethics	Pass

### **OTHERS**

- Ms Windows '95
- Ms Word

### **REFEREES**

Prof. Walter Jaoko  
Department of Medical Microbiology  
University of Nairobi  
P O Box 19676  
NAIROBI

Prof. Zipporah Ngumi  
Dept. of Surgery, School of Medicine  
University of Nairobi  
P O Box 19676  
NAIROBI

Prof. Dunera R. Ilako  
Chairman, Department of Ophthalmology  
University of Nairobi re  
P O Box 19676  
NAIROBI