

Marilyn Khabayi Nabakwe

Objective To gain knowledge through my working experience and impact positively on my colleagues and society as a whole.

- Experience**
- June 2008 - To date University of Nairobi, Students Welfare Authority
Assistant Halls Officer, Grade C/D
- Receiving new students and carrying orientation into the accommodation section.
 - Handling students and staff grievances to ensure welfare is of high standards.
 - Supervision of cleaners in the hostel to ensure hygiene standards.
 - Attending to staff matters in line with the rules and regulations
- May 2005 – May 2008 University of Nairobi Alumni Association, University of Nairobi
Senior Assistant Secretary – Grade B
- Assisting the Interim Officials in setting up a new office that was launched on February 5, 2005.
 - Record keeping i.e. Data Maintenance of the Membership registration.
 - Taking minutes in meetings and responding to routine correspondences both by mail and post.
 - Organizing alumni social events.
 - Maintaining Teamwork to meet organizational targets as well as new challenges at work.
 - Working within minimum supervision to support the smooth running of the Office Itinerary.
 - Making, receiving and re-directing telephone calls to relevant officers.
- October 2002 – April 2005 - Central Administration, University of Nairobi
Senior Assistant Secretary – Grade B
- Typing routine correspondence whilst maintaining confidentiality.
 - Receiving and directing telephone calls.
 - Record keeping.
- 2002 – 1997 - College of Health Sciences, University of Nairobi
Assistant Secretary – Grade A
- Acting Senior Secretary Grade D against a vacant post.
 - General Reception work
 - In charge of office petty cash to facilitate smooth office operations.
 - Supervision of subordinate staff

- Coordination of College Drivers in carrying out document deliveries.
- Typing Financial reports.
- Initiated a routine voucher track down system.

Education

Jan 2012 – November 2012, The Institute of Human Resource Management
Higher National Diploma in Human Resource and Management (Credit)

Sept. 2002 – December 2005, School of Arts, University of Nairobi.
B.A., Public Administration and Sociology (2nd Class Upper Division)

June 2001 – Institute of Nuclear Science, University of Nairobi
Word Processing (Ms Word)

March 2001 – Institute of Nuclear Science, University of Nairobi.

March 2001 – Avenue Secretarial College
Office Management Level III

1994 – 1996 – Strathmore Secretarial College

- Shorthand 110 wpm
- Typewriting advanced 50 wpm
- Business English Level III
- Personnel Management
- Secretarial Duties III
- Commerce II
- Office Practice II
- Book Keeping and Accounts
- Computers: Spreadsheets (Excel), Microsoft Word (2007)

Special Skills

- Good Communication and writing skills.
- Team player.
- Amiable with good interpersonal relations.
- Works well with minimum supervision.

Referees

Mr. Bernard D. Njuguna
Registrar
College of Humanities and Social Sciences
University of Nairobi
P. O. Box 30197 – 00200
NAIROBI

Mr. Francis Araigua

Registrar, Examination
University of Nairobi
P. O. Box 30197 – 00100
NAIROBI

Bonita Ayuko
Project Coordinator – Kenya
Saferworld, 1st Flr, Titan Complex, Chaka Rd
P. O. Box 21484 – 00505
NAIROBI