

CURRICULUM VITAE

MATHEWS OMONDI NYANDIGA

PROFILE:

I am a dynamic, hardworking, self motivated, innovative and a team player, service and quality oriented and high achiever who is able to work under minimum or no supervision but also under pressure to achieve the desired results.

PERSONAL INFORMATION

ADDRESS : 30197-00100, NAIROBI
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MARITAL STATUS : MARRIED

EDUCATION BACKGROUND

YEAR : 2004
INSTITUTION : **COMPUERA COLLEGE**
COURSE : CERTIFICATE IN COMPUTER APPLICATION

YEAR : 2000-2002
INSTITUTION : **ACB COLLEGE**
AWARD : DIPLOMA IN PUBLIC RELATIONS

YEAR : 2000
INSTITUTION : **ACB COLLEGE**
AWARD : CERTIFICATE IN PUBLIC RELATIONS

YEAR : FEBRUARY-MARCH, 2002
INSTITUTION : **WORD OF FAITH BIBLE INSTITUTE**
: BASIC CERTIFICATE COURSE IN THEOLOGY

YEAR : 2002-2007
TRAINING : **THE UNITED CHRISTIAN CHURCH & MINISTERIAL ASSOCIATION (USA)**
: CERTIFICATES OF CHRISTIAN MINISTRY

YEAR : 1993-1996
SCHOOL : **HIGHWAY SECONDARY SCHOOL**
: K.C.S.E. (MEAN SCORE) C+ (PLUS)

YEAR : 1985-1992
SCHOOL : **MUSLIM PRIMARY SCHOOL**
: KENYA CERTIFICATE OF PRIMARY EDUCATION

OTHER QUALIFICATIONS

YEAR : 2003

INSTITUTION : **BUDGET DRIVING SCHOOL**

COMPANY : CERTIFICATE OF MERIT UPON COMPLETION
DRIVING TEST

EMPLOYMENT BACKGROUND

YEAR : 2010 TO- DATE

INSTITUTION : **UNIVERSITY OF NAIROBI**

DEPARTMENT : DEPARTMENT OF DVC (A&F)

DESIGNATION : OFFICE ASSISTANT III

DUTIES AND RESPONSIBILITIES

- Ensuring office cleanliness.
- Preparation of documents for registration conducting official and personal searches at the Registrar General's Offices when need arises.
- Obtaining Government Bills and Acts of Parliament whenever they are presented or passed into law to keep the University of Nairobi abreast with the dynamism of the ever changing Laws of Kenya.
- Ensuring safety and confidentiality of and safety of documents in the Legal Office i.e. Memoranda of Understanding, Charges, Leases, Agreements, Minutes, Correspondences, Files, Folders e.t.c.
- Preparation of agenda documents for the monthly University of Nairobi Central Corruption Prevention Committee meeting and the Oversight Committee meeting.
- Ensuring timely dispatch of mails and any other documents from the Legal Office.

- Receiving and recording of incoming mails, documents and files as they are delivered to the Legal Office.
- Serving staff, students and other clients at the front office as and when need arises.
- Any other duty as may be assigned by the Chief Legal Officer from time to time.

YEAR : JUNE 2004-2010

INSTITUTION : **UNIVERSITY OF NAIROBI**

DEPARTMENT : DEPARTMENT OF DVC (A&F)

DESIGNATION : OFFICE ASSISTANT II

DUTIES AND RESPONSIBILITIES

- Ensuring office cleanliness.
- Preparation of documents for registration at the Registrar General's Offices when need arises.
- Obtaining Government Bills and Acts of Parliament whenever they are presented or passed into law to keep the University of Nairobi abreast with the dynamism of the ever-changing Laws of Kenya.
- Ensuring safety and confidentiality of and safety of documents in the Legal Office i.e. Memoranda of Understanding, Charges, Leases, Agreements, Minutes, Correspondences, Files Folders e.t.c.
- Preparation of agenda documents for the monthly University of Nairobi Central Corruption Prevention Committee meeting and the Oversight Committee meeting.
- Ensuring timely dispatch of mails and any other documents from the Legal Office.
- Receiving and recording of incoming mails, documents and files as they are delivered to the Legal Office.
- Serving staff, students and other clients at the front office as and when need arises.

- Any other duty as may be assigned by the Chief Legal Officer from time to time.

YEAR : 1999-2004

INSTITUTION : **LUTTA & COMPANY ADVOCATES**

DESIGNATION : OFFICE ASSISTANT

DUTIES AND RESPONSIBILITIES

- Managing the office filing system by computerizing and updating the same, while retrieving bring up files as and when required.
- Collection of paid cheques by clients, banking and receipting the same for accounting purposes.
- Processing the firm's tax returns.
- Ensuring timely and safe dispatch of mail from the firm.
- Ensuring that office stationery and other office consumables are replenished from time to time.
- Any other duty as may be assigned by the lead partner from time to time.

HOBBIES:

- Playing Football
- Watching Athletics
- Swimming

REFEREES:

1. REBECCA W. NGONDO (MS.)
CHIEF LEGAL OFFICER
UNIVERSITY OF NAIROBI
P.O. BOX 30197-00100
NAIROBI
Cell: 254 722 761 880
e-mail: legal-officer@uonbi.ac.ke

2. PROF. JAMES OCHANDA
CO-ORDINATOR
CENTRE FOR BIOTECHNOLOGY & BIOINFORMATICS (CEBIB)
UNIVERSITY OF NAIROBI
P.O. BOX 30197-00100
NAIROBI
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3. MR. PATRICK ODONGO LUTTA
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