

CURRICULUM VITAE



ONYANGO MESHACK ODHIAMBO

BIO-DATA

GENDER: Male

YEAR OF BIRTH: 1979, 22nd Dec.

MARRITAL STATUS: Married

NATIONALITY: Kenyan

ID NUMBER: 21903763

RELIGION: Christian

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EDUCATION BACKGROUND

JAN 2015 – To date:	University of Nairobi Master of Business Administration (MBA) – Operations Management Option
2011 – 2014:	University of Nairobi Bachelor of Commerce - Operation Management Option Second Class Honour – Upper Division
2009-2010:	University of Nairobi Diploma in Purchasing and Supply Management Distinction
2009:	University of Nairobi Certificate in Purchasing and Supply Management Credit
2008:	Cotech Computer Training Center I.C.D.L Distinction
2001– 2004:	Naki Secondary School Kenya Certificate of Secondary Education (KCSE) C + (C Plus)
1988-1996	Ahero primary School Kenya Certificate of Primary Education 429 Marks

EXPERIENCE

April 2008 to date: University of Nairobi

Main Duties

- Carry out administrative duties at the Centre for International Programmes & Links (C.I. P. L.)
- Assisting in processing office purchases and any other payments related to C.I.P.L. office.
- Coordinating International Students in University of Nairobi.
- Assisting in processing foreign student passes.
- Handling C.I.P.L. International students and customers effectively and efficiently.
- Carry out any other official duties as assigned.

Aug 2007-Mar 2008: Nairobi Training Centre

Job Title: Stores Assistant

Main Duties

- Receiving order request forms from stores department.
- Receiving and evaluating quotations.
- Raising local purchase orders.
- Raising orders and processing documents.
- Issuing materials on request against properly authorized stores requisition notes.
- Updating stock records.
- Proper positioning of incoming goods.

Other Leadership Responsibilities

2011 – 2014: Bachelor of Commerce

Job Title: Class Representative

Main Duties

- The leader of a student body class, and presides over the class cabinet or organization within a student council.
- A token student voice representatives
- Working with students to resolve problems,
- Informing school leaders and the student council of ideas emanating from the class.
- Leading class cabinet meetings and organizing student activities and events.

2009-2010: Diploma in purchasing and Supplies Mgt.

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COMPUTER LITERACY

Well acquitted skills in International Computer Driving Licence (ICDL)

- Ms Windows,
- Ms Words,
- Ms Excel,
- Ms Access,
- Power point,
- Publishers
- Internet and Email.

Trainings attended while working at University of Nairobi

2014 Fire fighting and prevention
2013 Performance contracting
2013 Corruption prevention
2012: Basic Sign Language
2012: Records Management
2011: Front office management

PERSONAL ATTRIBUTES AND SKILLS

- Mature
- Highly disciplined with high levels of integrity
- Courteous and trustworthy
- Self motivated
- A great team player
- Ability to work under pressure and meet strict deadlines with minimum supervision
- Keen interest in detail and precision
- Desire to excel
- Good communication, interpersonal and analytical skills
- Very flexible and versatile

HOBBIES AND INTERESTS

Exploring new ideas, learning new skills, meeting people with diverse backgrounds and traveling widely and net working.

REFEREES

PROF. S.E. MITEMA
UNIVERSITY OF NAIROBI
P.O. BOX 30197-00100
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