

# CURRICULUM VITAE

## MONICAH NJERI

<p>P.O. BOX 59988-00200 NAIROBI <b>TEL: 0722 – 265295</b> Email: <a href="mailto:montell.homes@gmail.com">montell.homes@gmail.com</a></p>	<p>Birth Date: 25th August 1978 Marital Status: Married Religion: Christian</p>
<p><b>CURRENT EMPLOYMENT</b> May 2019 to date February 2017- April 2019 September 2016-Feb 2017  March 2011-Sep 2016</p> <p><b>DUTIES AND RESPONSIBILITIES</b></p>	<p>University of Nairobi</p> <p>Secretary Grade B: Department of Clinical Studies (C.A.V.S) Secretary Grade A: Department of Clinical Studies (C.A.V.S) Secretary Grade A: Associate Dean’s Office, Faculty of Agriculture Secretary Grade A: Veterinary Farm (Kanyariri)</p> <ul style="list-style-type: none"> <li>▪ Typing, printing, photocopying and scanning of documents.</li> <li>▪ Maintain neatness, order and organization in the Chairman’s Office.</li> <li>▪ Open, sort, and distribute incoming email and correspondence.</li> <li>▪ Ensuring confidentiality of sensitive information, documents and examinations.</li> <li>▪ Recording and reminding chairman of all appointments and notifications for meetings.</li> <li>▪ Receive visitors/telephone calls and provide information or make referrals to other staff members, when appropriate.</li> <li>▪ To set up and maintain office files and keep correspondences and reports available for reference and efficient operation of the office.</li> </ul>
<p><b>PREVIOUS EMPLOYMENT</b> (December 2004–Sept 2009)</p> <p><b>DUTIES AND RESPONSIBILITIES</b></p>	<p>Administrative Assistant /Cashier– Seb Estates Ltd.</p> <ul style="list-style-type: none"> <li>▪ Ensuring that office equipments, office supplies and office services are available as and when required.</li> <li>▪ Draft mail and type accordingly.</li> <li>▪ Deal with business enquires.</li> <li>▪ Make and receive calls.</li> <li>▪ Make appointments for the Managing Director and manage his diary.</li> <li>▪ Handle in coming and out-going mails.</li> <li>▪ File, update and maintain all correspondences, reports and documents to the respective files.</li> <li>▪ Assisting the tenants and handling their complains.</li> <li>▪ Collecting money and receipting.</li> <li>▪ Banking cash and cheques paid by the tenants</li> <li>▪ Remitting clients.</li> </ul>
<p><b>PREVIOUS EMPLOYMENT</b> (Aug. 2003 – Nov. 2004)</p>	<p>Personal Secretary – Fuelex Kenya Ltd.</p>

<p><b>DUTIES AND RESPONSIBILITIES</b></p>	<ul style="list-style-type: none"> <li>▪ Providing secretarial support to the General Manager.</li> <li>▪ Handling office mails.</li> <li>▪ Handling emails and replying where necessary.</li> <li>▪ Attending to customers.</li> <li>▪ Making appointments for the General Manager and follow up the same.</li> <li>▪ Organizing meetings and preparing documents for the General Manager.</li> </ul>
<p><b>PREVIOUS EMPLOYMENT</b> (March 2002 – July 2003)</p>	<p>Cashier/Saleslady – Bata Shoe Co. K Ltd</p>
<p><b>DUTIES AND RESPONSIBILITIES</b></p>	<ul style="list-style-type: none"> <li>▪ Attending to customers promptly</li> <li>▪ Ensuring that the Day's sales are balancing with cash.</li> <li>▪ Taking the physical stock of the shop and comparing it with the statements.</li> <li>▪ Performing any other duty as maybe required of me by the Shop Manager.</li> </ul>
<p><b>PREVIOUS EMPLOYMENT</b> (Sep. 2001 – Feb 2002)</p>	<p>Secretary to the Advertising Manager – Bata Shoe Co (K) Ltd</p>
<p><b>DUTIES AND RESPONSIBILITIES</b></p>	<ul style="list-style-type: none"> <li>▪ Providing secretarial support to the Advertising Manager.</li> <li>▪ Handling junior staff.</li> <li>▪ Updating files and records for the junior staff.</li> <li>▪ Preparing of attendance records, absenteeism and sickness records in the department.</li> <li>▪ Ensuring prompt and proper co-ordination of the daily operations and functions of the department.</li> <li>▪ Supervising and directing the junior subordinate staff.</li> <li>▪ Developing effective working relationship with other staff within and outside the department.</li> <li>▪ Handling office mails and correspondences.</li> <li>▪ Processing information and meeting specified requests when needed within required deadlines.</li> </ul>
<p><b>ATTACHMENT</b> (June 2001 – July 2001)</p>	<p>Secretary to the Tannery Manager – Bata Shoe Co (K) Ltd.</p>
<p><b>DUTIES AND RESPONSIBILITIES</b></p>	<ul style="list-style-type: none"> <li>▪ Receiving and making telephone calls.</li> <li>▪ Arranging for meetings and appointments for the Tannery Manager.</li> <li>▪ Typing and distributing the correspondences within the factory and outside.</li> </ul>
<p><b>ATTACHMENT</b> (March 2001 – May 2001)</p>	<p>Secretary to the Costing Manager – Bata Shoe Co (K) Ltd.</p>
<p><b>DUTIES AND RESPONSIBILITIES</b></p>	<ul style="list-style-type: none"> <li>▪ Filing and updating files on day to day basis.</li> <li>▪ Updating the Manager's diary.</li> <li>▪ Preparing meetings within and outside the department.</li> <li>▪ Taking and passing all telephone messages.</li> </ul>
<p><b>PROFESSIONAL</b></p>	<p>St. Anuarite Girls'Institute</p>

<b>QUALIFICATION</b>	
<b>CERTIFICATES</b>	<ul style="list-style-type: none"> <li>▪ Typewriting III (50 W.P.M.)</li> <li>▪ Office Management III</li> <li>▪ Business English III</li> <li>▪ Shorthand III (120 W.P.M.)</li> <li>▪ Secretarial Duties II</li> <li>▪ Commerce II</li> <li>▪ Principles of Accounts II</li> <li>▪ Office Practice II</li> </ul>
<b>EXTRA PROFESSIONAL QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Word Perfect</li> <li>▪ Excel</li> <li>▪ Microsoft Word</li> <li>▪ MS DOS</li> <li>▪ Email</li> </ul>
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>▪ Agribusiness Management Program-Strathmore Business School.</li> <li>▪ Empowerment™ Resource Technologies Ltd-Transformational Customer Care.</li> <li>▪ Essential Management Consultancy Services-Customer Care</li> <li>▪ Bata Five Steps – Customer Care</li> </ul>
<b>EDUCATION BACKGROUND</b>	<ul style="list-style-type: none"> <li>▪ Giachuki Secondary School (1993-1996) K.C.S.E.</li> <li>▪ Giachuki Primary School (1985-1992)</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ Bata Shoe company – Secretary, Cashier &amp; Saleslady</li> <li>▪ Fuelex Kenya Ltd – Personal Secretary</li> <li>▪ Seb Estates – Administrative Assistant</li> <li>▪ University of Nairobi</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>▪ High achiever always aiming at high performance</li> <li>▪ Innovative &amp; possesses the drive and skill to motivate others.</li> <li>▪ Skilful interpersonal relationships.</li> <li>▪ Self confident &amp; good oral, written &amp; interpersonal communication.</li> <li>▪ Ability to work long hours.</li> </ul>
<b>HOBBIES</b>	<ul style="list-style-type: none"> <li>▪ Career development &amp; advancement.</li> <li>▪ Traveling</li> <li>▪ Socializing</li> <li>▪ Swimming</li> </ul>
<b>LANGUAGES</b>	<ul style="list-style-type: none"> <li>▪ English, Kiswahili &amp; Kikuyu</li> </ul>

### **REFEREES**

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