

## NAOMI NJERI MUGIRA

**ADDRESS:** - 107-00202 (KNH), NAIROBI.

**MARITAL STATUS:** - MARRIED

**DATE OF BIRTH** - DECEMBER 27, 1962.

**NATIONALITY** - KENYAN.

**CONTACT NUMBER** - 2720940

**E-MAIL ADDRESS** - mugira@uonbi.ac.ke

**ID. NUMBER** - 2523799

**RELIGION:** - CHRISTIAN

**LANGUAGE** - ENGLISH AND KISWAHILI

### **OBJECTIVE**

- To work in an organization where I will be able to employ my professional skills as well as improve my skills and the overall performance of the organization.

### **EDUCATIONAL BACKGROUND:**

17 – 19 Dec. 2014 – Attended a training by Blanes Business School on “**Illuminating the real manager behind the Boss**”.

1981- 1983 – Secretarial Course – Avenue Secretarial College – Nairobi

- Computerized Secretary Course

1977- 1980 - Kenya certificate of Secondary Education (KCE) – Igandene High School –  
(Division III)

1970 – 1977 – Certificate of Primary Education – Pass.

## **PROFESSIONAL /EXPERIENCE**

1986 to date: - Assistant Secretary, Dept. of Orthopaedic Surgery, College of Health

### Sciences

- Duties:
- : Keep departmental records
  - : Front desk person of the department
  - : Organize and remind the chairman meetings and other important commitments.
  - : Organize, schedule and inform members of staff of departmental meetings and other important official commitments.
  - : Type official documents, lectures, research and scientific papers in the department.
  - : See to the cleanliness and presentability of the office.
  - : With the chairman do the procurement for the department.

February 1989 - Typist - University of Nairobi, College of Health Sciences

1984 - - Joined Teachers Service Commission as a Typist and posted to Machakos TSC Unit..

Duties: - Manning the front office and secretary to the in-charge of the Unit.

1983 - Worked as secretary to the Project manager of Turkana Rehabilitation Project under the Ministry of Regional Development, Science and Technology.

Duties: - Manning front Office, Making travel arrangements for the project manager and receiving reports from the field.

## **OTHER QUALIFICATIONS.**

### ► Computer Courses:-

- Ms Word
- Excel
- Powerpoint

**REFEREES.**

Dr.(Rev.) Kimani Chege  
Lecturer  
Daystar University

Mrs. J.O. Mogaka,  
University of Nairobi.  
P.O Box 30197-00100,  
**NAIROBI**

Prof. J.E.O. Ating'a  
Chairman, Dept. of Orthopaedic Surgery  
College Of Health Sciences,  
University of Nairobi