

CURRICULUM VITAE

PERSONAL DETAILS

Surname: Kamau

Other Names: Caroline Nyambura

Date Of Birth: 20th January 1979

Marital Status: Married

Religion: Christian

Address: C/o School of Engineering
30197 – 00100
020-4913503

Email: cknyambu@yahoo.com, nkamau@uonbi.ac.ke

CAREER OBJECTIVE

To achieve excellently in all aspects of my career and to completely satisfy the needs and expectations of my employer.

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Aug. 2014 **University of Nairobi**
Attained a Master of Arts in Project Planning and Management

2010: **Kenya Methodist University**
Attained a Bachelor of Business Administration

2005: **University of Nairobi**
Attained a Diploma in Business Management

1999-2001: **Dynamic Institute of Management & Accountancy (DIMA College)**
Attained Certificates in **full secretarial course** by Kenya National Examination Council (K.N.E.C)

- Business English III
- Commerce II
- Secretarial Duties II
- Office Management III
- Shorthand III (120 wpm)
- Typewriting III(50 wpm)

- Certificates in various Computer courses

1998

Kiria-ini Girls Secondary School
 Attained Kenya Certificate of Secondary Education
 Grade attained - **C plain**

WORK EXPERIENCE

April 2003 – Aug. 2003

University of Nairobi (Attachment)

Asst. Secretary **Grade A** in Finance Department, Finance Officer's office

Sept. 2003 – May 2004

University of Nairobi (Temporary employment)

Asst. Secretary **Grade A** in Finance Department, Finance Officer's office

27th May 2004 – Dec. 2004

University of Nairobi (Permanent employment)

Asst. Secretary **Grade A** in the School of Nursing Sciences, College of Health Sciences

January 2005 – 2007

University of Nairobi

Assistant Secretary **Grade A** in the Department of Periodontology/Community & Preventive Dentistry, College of Health Sciences

2007 – June 2009

University of Nairobi

Assistant Secretary **Grade B** in the Department of Periodontology/Community & Preventive Dentistry, College of Health Sciences

5th June 2009 to Jan. 2009

University of Nairobi

Assistant Senior Secretary **Grade C** in the Director's office, Board of Postgraduate Studies

Oct. 2014 to-date

University of Nairobi

Senior Secretary **Grade D** in the Dean's office, School of Engineering

RESPONSIBILITIES

- Attending School's meetings and taking minutes
- Handling School's postgraduate processes

- Typing of office correspondences
- Representing the School in various functions in the College
- Handling Dean's appointments
- Receiving/handling clients
- Handling office telephones
- Handling office machines
- Registration of new students
- Handling office petty cash
- Handling students exams
- Arranging for meetings, seminars and workshops
- Any other duty that may be assigned from time to time

COMMITTEES, MEETINGS, WORKSHOPS, SEMINARS AND SHORT COURSES ATTENDED

1. A member of College complaints handling committee
2. Attended other committee meetings representing the School's Administrator eg. Procurement committee meetings
3. Attended an integrity and security of records workshop
4. Attended a sign language sensitization course
5. Attended a drug and alcohol abuse prevention workshop
6. Attended a workshop on dealing with persons with disabilities
7. Attended a basic fire fighting course

REFEREES

Prof. S. O. Mcligeyo
 Former Deputy Director
 Graduate School
 P. O. Box 48095 – 00100
 Nairobi

Prof. J. M. Mbuthia
 Former Dean, School of Engineering
 P. O. Box 30197 – 00100
 Nairobi

Prof. Ayub N. Gitau
 Dean, School of Engineering
 P. O. Box 30197 – 00100
 Nairobi

11/4/2019