

**CURRICULUM VITAE
MILLICENT ATIENO NYAKWAKA**

Personal Data	Nationality: Date of Birth: Postal Address: Tel. Number: E-mail address: ID No.	Kenyan 1970 P.O. Box 10957-00400 NAIROBI 0723 365126 nyakwakwa_atieno@uonbi.ac.ke/millyatieno@yahoo.com 11194261
Professional Objective	A challenging position that will capitalize on my extensive background within the Public relations industry and that will provide an opportunity to contribute to the goals of the organization.	
Professional Qualifications & Academics	<p>2010 GRAFFINS COLLEGE DIPLOMA COURSE IN PUBLIC RELATIONS</p> <p>2001 GRAFFINS COLLEGE TYPEWRITING ELEMETARY</p> <p>1986 – 1989 NYAKONGO GIRLS HIGH School Kenya Certificate of Secondary Education.</p> <p>1978-1985 LAKE PRIMARY SCHOOL Kenya Certificate Of Primary Education</p>	
Working experience	<p>DEC 2019- TO DATE: DVC(ACADEMIC AFFAIRS) UON <u>REGISTRY CLERK.</u></p> <p style="padding-left: 40px;">To ensure continual effective management of students record:</p> <ul style="list-style-type: none"> • Coordinate effective and efficient movement of students files • Prepare and implement schedules for students records effective generation and appropriate storage • Develop and continually update student records and inventory • Coordinate organization in students registry • Develop and implement an appropriate document tracking system • Prepare updated reports on movements of students files • Perform any other duty assigned by the DVC (AA) <p>2002 : Ears group Ltd <u>SECRETARY.</u></p> <ul style="list-style-type: none"> • Undertaking Secretarial Duties • Typing correspondence, report etc. are accurate and done in the required formats within the required deadlines. • Booking telephone calls with the Receptionist on behalf of the Chief Accountant. • Receiving and escorting of visitors to / from the Chief Accountants office. • Managing the flow of mails within the Accounts Department. • Managing documents in Account Department filling and retrieval. 	

<p>Other Responsibility/Skills</p>	<p>1998 - 2002: BONERI INDUSTRIAL CONSULTANTS</p> <p><u>Personal Assistant/Accountant.</u></p> <ul style="list-style-type: none"> • Writing Cheque • Reconciling bank statements • Paying Casuals • Answerable on behalf of the Director when he is not in to any matter arising. Stock taking. <p>June 1994-December 1997: Intecon Clearing Agency Ltd Supervising clearing of cargo from customs office.</p> <p>1993: Chemagro Ltd Account Assistant</p> <ul style="list-style-type: none"> • Sales • Banking of Cash <p><u>Window packages:</u></p> <ul style="list-style-type: none"> • Microsoft word. • Microsoft excel. • Microsoft Access. • Internet. <p><u>OTHER RESPONSIBILITIES</u> 2005-2008: University of Nairobi Acting secretary to the Assistant Dean of Students.</p>	
<p>REFEREES</p>	<p>PETER BENARD PRINCIPAL AUGUSTANA ACADEMY LTD TEL:07332999324/072560734 P.O BOX 5394-00200 NAIROBI augustuna@iconner.co.ke</p>	<p>SIR. HENRY OGOLA MANAGING DIRECTOR CHEMAGRO LTD PO. BOX 75914 NAIROBI</p>