

# CURRICULUM VITAE

Patricia Mumbi Munene  
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Dept. of Real Estates & Construction Management  
University of Nairobi  
NAIROBI.

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## **PERSONAL DETAILS**

NAME	Patricia Mumbi Munene
TEL. NUMBER.	0736-494623
NATIONALITY	Kenyan by Birth
LANGUAGES	English,Kiswahili,Kikuyu

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## **PROFESSIONAL QUALIFICATIONS**

September 2010 – November 2011	Higher National Diploma in Secretarial Studies KNEC (Intraglobal Training Institute Nairobi)
2007-2009	Diploma (KNEC) in single and group (Intraglobal Training Institute)
2005-2006	GIIGAL International Institute of Computer Studies-Diploma in Computer Studies
2001-2004	Ngaru Girls High School (KCSE )
1993-2000	Loresho Primary School (KCPE)

## **WORK EXPERIENCE**

January2008-July2009	University of Nairobi, Students Welfare Authority-Personnel Department-Assistant Secretary
August2009-December2009	University of Nairobi, Parklands SMU-Relief Secretary
January2010-November2010	University of Nairobi, Student Welfare Authority-Finance Office, Assistant Secretary

Currently

University of Nairobi-College of Architecture & Engineering,  
Department of Real Estate & Construction Management-as  
a secretary

### **DUTIES AND RESPONSIBILITIES**

- Handling incoming and outgoing calls, both from outside and inside the organization
  - Handling visitors both from inside and outside the organization and attending to their matters whom they include; students,parents,stakeholders,
  - Typing correspondences of the organization
  - Updating of files and edited correspondess
  - Handling of office stationeries and controlling the movement.
  - Handling incoming and outgoing mails
  - And any other duty which am assigned to
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### **TRAININGS & SEMINARS**

4 <sup>th</sup> March 2011	Attended Power Point Presentation training in the Institute of Nuclear Science and Technology Conference Room-University of Nairobi
18 <sup>th</sup> April 2012	attended a sensitization on HIV/AID & Stigma in the Institute of Nuclear Science and Technology Conference Room-University of Nairobi
29 <sup>th</sup> April 2012	Attended a customer Care Training Programme organized by the Department of Business Administration in the Student Welfare Authority Board Room-UON

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### **OBJECTIVES**

- To further my studies and work hard in order to meet the organizations goals and be able to handle day to day challenges.
- To work hard in wherever I am in order to achieve my goals and that of the organization.

## **HOBBIES**

- Reading News Papers Columns & motivational short books
- Travelling
- Watching and listening to music

## **REFEREES**

Ms. Dorothy Anyango  
University of Nairobi  
0721-552089

Ms. Charity Njuguna  
University of Nairobi  
0722-767583

Francis BW'Onyambu  
Intaglobal Training Institute  
0722-767583  
0734-961743