

PATRICIA NYAMBURA KINYANJUI

ACADEMIC QUALIFICATIONS

- Kenya Certificate of Primary Education
- Kenya Certificate of Secondary Education

PROFESSIONAL QUALIFICATIONS

- Advanced Typewriting - 50 words per minute
- Shorthand Speed - 100 words per minute
- English for Business Communication - Level II & III
- Office Procedures - Level I & II
- Business Studies - Level I & II
- Book Keeping and Accounts - Level I
- Diploma in Business Management
- Certificat De Fin De Premier Degré
- Certificat De Fin De Deuxième Degré

COMPUTER PROFICIENCY

- Microsoft DOS
- Microsoft Windows
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft Power Point
- Adobe PageMaker

PROFESSIONAL EXPERIENCE

CURRENT:

May 2012 - May 2015: University of Nairobi (Construction & Maintenance Department)

June 2015 - To Date: University of Nairobi (Administration Department)

Position held: Secretary Grade B

PREVIOUS:

October 2006 - April 2012: Unga Holdings Limited (Manufacturer of high quality flour and animal nutrition products)

Position held: Administrative Assistant

June 2003 - September 2006: Cockrid (K) Ltd (Pest Control, Sanitary Bin and Cleaning of Carpets & Soft Furnishings service provider)

Position held: Administrative Assistant

December 2001 - April 2003: Aradon & Company (Surveyor & Land Valuer)

Position held: Secretary

January 2001 - October 2001: Kencell Communications Limited

Position held: Data Entry Clerk (Monthly contract)

May 1997 - December 2000: Wimaden Enterprises (Auctioneers & Debt collectors)

Position held: Secretary