

# CURRICULUM VITAE

## PERSONAL

**NAME:** PATRICK KARIUKI KARANJA  
**DATE OF BIRTH:** 31 MAY 1964  
**LANGAUGE SPOKEN:** ENGLISH, KISWAHILI, SIGN LANGAGE AND KIKUYU  
**TELEPHONE:** 0720389436

## EDUCATION:

Giakanja Secondary School- KCE Division 3

Muruguru Primary School- CPE 30 points

## PROFFESIONAL:

Kenya Sign Language- Certificate and Advanced- Kenya Sign Research Project-University of Nairobi.

Customer care-Unes limited

Fire fighting –Unes limited

dBase Programming- Institute of nuclear science University of Nairobi.

Computer Maintenance Technology- Mombasa Polytechnic.

Basic Programming- Mombasa Polytechnic.

Data Processing-Mombasa Polytechnic.

Data Entry- Central Bureau of Statistics.

Computer Operations and Software Maintence -Ministry of planning and National Development.

# JOB EXPERIENCE:

## **February 2002 To date- UNES LIMITED-University of Nairobi.**

Duties – Receiving and receipting of fees from module 2 students, Billing of fees, giving Information to students who want to join and those who are already in the system. Issuing fees invoices to students. Clearing Students who have finished the course on behalf of the Finance department. Helped in computerization and data capture for College of Education, Faculty of Arts and School of Law among others.

## **October 1990 to 2001- Data entry Officer-UNIVERSITY OF NAIROBI**

Duties-Cheque writing and printing, Posting of financial data, Credit vouchers, Payment Vouchers, Journal vouchers among others. Helped with students data capturing for those who had joined from 1980 to 1990

## **1986 to September 1990 Clerical Officer, Ministry of Planning**

Duties: -1986-1987-Filling of documents, making sure they are acted on after filling, Opening of new files. Posting of reply letters among others.

July 1987 to September 1990. Data entry Ministry of planning, department of Burgetary, in-house training of secretarial staff of the use of computers and word processing softwares. Preventive maintenance of computers and printers in the Ministry. Officer incharge of computer hardware and software store.

## **July 1984 to July 1986 QUALITY CONTROL CLERK-GNAGIVANI SCREWS & FASTENERS.**

Duties-Checking the quality of screws and nuts on measurements, threading, slotting and shaping. Preparing of daily and weekly production reports.