

# CURRICULUM VITAE

## **PERSONAL DETAILS**

NAME : NJERU PURITY WANJA  
TELEPHONE : 0726415616  
DATE OF BIRTH : 23<sup>RD</sup> NOVEMBER 1990  
MARITAL STATUS : SINGLE  
NATIONALITY : KENYAN  
RELIGION : CHRISTIAN  
E-mail address : [puritycate@rocketmail.com](mailto:puritycate@rocketmail.com)

## **ACADEMIC QUALIFICATION**

August –November 2010 St.Mary's Computer Training Centre  
Certificate in Computer studies  
Attained Distinction

2006-2009 Enguli Secondary School  
Kenya Certificate of Secondary Education  
Grade B- (minus)

1996-2005 St.Justino Primary School  
Certificate of Primary Education  
Marks Attained 306

## **PROFESSIONAL SKILLS**

Excellent computer applications in:

- ❖ Ms word
- ❖ Ms excel
- ❖ Ms PowerPoint
- ❖ Typing
- ❖ Ms dos
- ❖ Ms access
- ❖ Adobe PageMaker
- ❖ Internet and Email

## **WORK EXPERIENCE**

July 2012 - Current

**University of Nairobi Institute of Tropical and Infectious Diseases (UNITID).**

**Position: Cleaner /messenger grade1**

My Responsibilities include:

- ❖ Maintaining cleanliness in the offices and Classrooms.
- ❖ Collecting and distributing mails to and from various departments.

- ❖ Operating office equipments such as photocopiers and scanners.
- ❖ Preparing tea.
- ❖ Making sure that the projector and a laptop are available for teaching in the respective teaching laboratories.
- ❖ Taking documents to various project offices within the institute.
- ❖ Circulating teaching and examination timetables to various lectures.
- ❖ Ensuring office equipments are functional.
- ❖ Arranging books in the institute's library and also files in the institute's registry.

### **Clinical Epidemiology Unit (CEU) University of Nairobi**

March 2011 – June 2012

#### **Position -Office Assistant.**

My responsibilities included:

- ❖ Maintaining cleanliness in the office.
- ❖ Receiving and making prospective calls.
- ❖ Handling petty cash.
- ❖ Collecting and distributing mails to and from various departments.
- ❖ Operating office equipments such as photocopiers and scanners.
- ❖ Making and receiving of calls in absence of the secretary.
- ❖ Maintaining a good filing system.
- ❖ Preparing tea.
- ❖ Organizing classes.

#### **OTHER ACHIEVEMENT**

Attended a 3 months Life skills training programme at Lifespring Chapel and awarded a certificate on:

- ❖ Bible survey
- ❖ Leadership
- ❖ Communication skills
- ❖ Basic computer skills
- ❖ Bible doctrines
- ❖ Career development
- ❖ HIV & AIDS

#### **PERSONAL ATTRIBUTES**

- ❖ Excellent interpersonal and communication skills.
- ❖ Ability to work without supervision.
- ❖ Pleasant, out-going but firm personality.
- ❖ Time keeper.

## **INTERESTS**

- ❖ Reading novels.
- ❖ Listening to music.
- ❖ Socializing.
- ❖ Traveling.
- ❖ Singing and reading the bible.
- ❖ Helping the needy in society.
- ❖ Guidance and counseling.

## **REFEREES**

Mr.Erastus K. Njeru  
Director, Clinical Epidemiology Unit,  
CHS, University of Nairobi.  
0722 618 148

Prof.Benson Estambale  
Former Director,UNITID  
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Prof.James M Imunya  
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May 31<sup>st</sup>, 2013

The Principal,  
College of Health Sciences.  
P.O. BOX 19676 - 00202  
NAIROBI,

Dear Sir,

**RE: APPLICATION FOR MESSENGER GRADE II, SCHOOL OF PUBLIC HEALTH  
AD/5/229/13 - (CHS)**

I refer to your advertisement for the above mentioned post in the University website.

I am a hardworking, focused, well organized individual and also functions superbly as a team player. I value virtues of time management and discipline both which are vital to perform in the office. I have three years working experience.

I am currently working in University of Nairobi Institute of Tropical & Infectious Diseases (UNITID) as a cleaner/messenger Grade 1. My main duties are general organization of the office, maintaining office cleanliness, operating office equipments, handling incoming and outgoing mail, keeping stock and distributing stationary, preparation of lecture theatres with the teaching aids and managing the institute's library.

I appreciate your taking time to review my credentials and experience .Again, thank you for your consideration.

Attached herewith, please find my resume.

Yours faithfully

**NJERU PURITY WANJA**