

CURRICULUM VITAE

PERSONAL DETAILS:

NAME: ROSEMARY M. MUINDI
ADDRESS: P O BOX 57496 – 00200 NAIROBI
MOBILE NUMBER: 0733924496

PERSONAL ATTRIBUTES

- ✓ Very creative
- ✓ Ability to train others
- ✓ Able to work under pressure & able to meet set deadline
- ✓ Work without supervision
- ✓ A team player
- ✓ Self starter

WORK EXPERIENCE

March 1990 – to date University of Nairobi (CBPS) Dept. of Medical Physiology
1989 – Feb. 1990 Maxi Investment, Nairobi

PROFESSIONAL QUALIFICATION

Universal College Certificate in A.C.N.C. Stage I - 1986
Universal College Certificates in Secretarial Course in 1987 – 1988
Associated Computer Services Word Processing
Eituna Computer Training Centre Word Perfect
Branier Computer College Page Maker

WORKSHOPS/SHORT COURSES

University of Nairobi -Customer Care Training –June 2007
 -Effective Minute Taking Training – March 2011
 -Basic Counseling Skills – February 2012
 -Records Management Training – April 2012

EDUCATIONAL BACKGROUND

Maasai High School Kenya Certificate of Education (“O” Level)
1980-1984

Limuru Town School Certificate of Primary Education
1972-1979