

CURRICULUM VITAE

Personal Details

Name: Roseline Mwikali Ngela

Gender: Female

Date of Birth: 19th September 1980

IDNO: 22569670

Marital Status: Married

Address: P.O. Box 319 – 90130 , Nunguni

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Summary

I am a Human Resource Management Professional with experience in management of University Examinations, performance management and office administration.

I hold a Bachelor of Arts Degree (Second Class Honours Upper Division) in Economics and Sociology from University of Nairobi and Higher National Diploma in Human Resource Management from Kenya National Examinations Council.

I aspire to be a leading consultant and professional in administration and Human Resource Management.

Work Experience

2014 to date

Examinations Clerk

Central Examinations Centre

University of Nairobi

2014 – to date

Lecturer

Kenya Institute of Criminal Justice - Nairobi

2012 – 2014

Administrative Assistant

Kilungu Visionary Association – Makueni County

Academic Qualifications

- 2016 to date Jomo Kenyatta University of Agriculture and Technology
 - Pursuing Master of Science in Human Resource Management
- 2002- 2010 University of Nairobi
 - Bachelor of Arts in Economics and Sociology (2nd Class Honors Upper Division)
- 1997 – 2000 Mukaa Secondary School
 - Attained a mean grade of B plain (75 Points)
- 1989 – 1996 Katikomu Primary School
 - Scored a total of 502 / 700 Marks

Professional Training

Higher National Diploma in Human Resource Management
Attained Credit Qualification
College of Human Resource Management - Nairobi

Awards

- Best Female Student (KCSE 2000) in Mukaa District
Awarded by: Ministry of Education Science and technology-
makueni district.

Computing Skills

- Distinction in Computer applications
Bell Institute of Computer Studies

Membership

- University of Nairobi Alumni Association
 - Member of Institute of Human Resource Management(IHRM)

Referees

1. Mr.Evanson Mbuva
Senior Assistant Registrar
University of Nairobi.
P.O BOX 30917-00100

NAIROBI

Tel+254722442556

2. Mr. Jackson Mutula Kasuli

Chairman – Kilungu Visionary Association

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3. Stephen Nyamasyo Matee

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