

Curriculum Vitae

Rose Munyi

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Nationality Kenyan

Languages Spoken: English, Kiswahili, Kiembu

Overview

Currently working at the Salaries Section of the University of Nairobi
Finance Department

Academic Background

Diploma in Business Management

University of Nairobi

Certificate Of Achievement

Introduction to Computers and Windows 95/98

Microsoft Word

Microsoft Excel

Microsoft Access

Page Maker

O-Level Limuru Girls' School

A-Level- Ruiru High School

Working Experience.

University Of Nairobi

1994 to date

Duties

Preparing the monthly Payroll

Ensuring that the correct data is posted in the payroll

Ensuring other payments e.g overtime and allowances are accurately paid

Sorting out salary related problems among the members of staff

Proper calculation and payment of final dues to staff members

Designing a user friendly filing system

References

Mr.S.N.Ngigi

Senior Accountant

University Of Nairobi

C.H.S.S.

Mr.Patrick Nyaga

Engineer Supervisor

Delarue Kenya Ltd

P.O.BOX 38622

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