

CURRICULUM VITÆ



MS. ROSE
OWETTE

PROFILE

Date Of Birth: 7-Oct-1976
Gender: Female
ID No.: 14422456
Marital Status: Married
Religion: Christian

CONTACT

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ADDRESS

University of Nairobi,
Office of DVC (HR & A),
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Nairobi.

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HOBBIES

Listening to Gospel Music
Watching Movies
Reading Magazines

EDUCATION

Adams Arcade Secretarial Academy

2009 – 2011

KNEC Certificates:
Typewriting I – III
Business English I - III
Office Management III
Personnel Management III
Audio Typewriting II – III
Office Practice I – II
Secretarial Duties II
Shorthand I – II
Commerce I – II

St. Andrews Kivuli Centre

2002 July - September

Certificate in Computer Packages

Pangani Girls High School

1991 – 1994

KCSE Certificate: C+

Ngong Forest Primary School

1983 -1990

KCPE Certificate: 511/700 Marks

WORK EXPERIENCE

University of Nairobi - Secretary Grade A

2016 – To date

- Worked at the office of the Registrar, Administration for two years.
- Currently stationed at the office of the Deputy Vice Chancellor (Human Resource & Administration)

Short Term Contract Jobs

2012 – 2015

- Kenya Revenue Authority
- Handicap International
- Jonlesta School

REFEREES

Mr. Mukuriah Nelson,
Chief Manager,
Employee Resourcing & HR Administration,
P. O. Box 48240-00100,
NAIROBI

MS. Caroline Aseto,
Human Resource Manager,
Handicap-International,
P. O. Box 7635-00508,
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Mr. Peter M. Muturi,
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