
CURRICULUM VITAE

POLLY GAKII RWIGI

PERSONAL INFORMATION

Postal Address: P .O Box 21994 – 00100 Nairobi

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Date of Birth: 21st October, 1981

Marital Status Married

CAREER ASPIRATION/VISION

To become a professional office administrator to form a reputable image of an organization to the public.

EDUCATIONAL QUALIFICATIONS

2008: Diploma in Secretarial Studies:
Office Administration and Management, Business English, Public
And Human Relations, Course Specialization and
Entrepreneurship, Word Processing,

2006 – 2007: Certificate in Secretarial Studies:
Shorthand II, Typewriting III, Business English III, Office
Management III, Secretarial Duties II, Commerce II, Office
Practice II, Principles of Accounts.
St. Mary's Secretarial College – Isiolo

2002: Micro computer Application Packages – Ms Word, Excel, Access,
PageMaker, Internet.
Arcade Computer College – Kiserian

1998 – 2001: Kenya Certificate of Secondary Education:
Chuka Girls High School – Chuka

KEY PROFESSIONAL AND PERSONAL ATTRIBUTES

- Experience in Office Management and Administration.
- Experience in handling school fees and petty cash.
- Self motivated, innovative to achieve the set goals.
- Believe in team spirit.
- Can work with minimum supervision.

WORKING EXPERIENCE

March 2009 : **School Secretary/ Cashier (St. Francis De Sales Boarding Primary)**

Responsibilities:

- Collecting school fees and preparing the annual accounts.
- Typing correspondence.
- Stock taking.
- Issuing of library books.

September 2007 – Dec 2007: **Industrial Attachment in the Ministry of Education.**

Responsibilities:

- Drafting and typing correspondence.
- Filing office documents.
- Directing visitors to the respective destinations.
- Handling incoming calls.
- Handling both incoming and outgoing mails.
- Office administration.
- Booking appointments.

March 2010 to Date: **Secretary Department of Chemistry, University of Nairobi**

Responsibilities:

- Drafting and typing correspondence.
- Filing office documents.
- Directing visitors to the respective destinations.
- Handling incoming calls.
- Handling both incoming and outgoing mails.
- Office administration.
- Booking appointments.

ASSOCIATED CLUBS

- Treasurer Home Management Club at St. Mary's Secretarial College
- Active Member of Y.C.S at St. Mary's Secretarial College.

HOBBIES

- Reading journals
- Socializing
- Traveling

REFERENCES

1. Prof. Raphael M. Munavu
Professor of Chemistry
University of Nairobi
P O Box 30197-00100
NAIROBI
Cell: 0722 820 788
2. Mary Kamicha(Mrs.)
Chief Personnel Officer
Ministry of Education
P O Box 30040
NAIROBI
3. Mr. Peter Nyakondo
Snr. Administrative Assistant
School of Physical Sciences, UoN
P O Box 30197-00100
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