

CURRICULUM VITAE

SALOME N. MUIRURI

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THIKA**

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CAREER OBJECTIVE

Endeavour to attain impeccable professional experience through hardwork, dedication and selfless service.

WORK EXPERIENCE

- Secretary (Currently) - UoN (SoJ&MC)
- Administrative Assistant - Mt. Kenya University
- Secretary - Campus Bureau
- Customer Care - Sabre Security International Co.

PROFESSIONAL QUALIFICATIONS

- ✓ Diploma in Secretarial Studies - NYS Institute of Business Studies
- ✓ Diploma in Computer Studies - “
- ✓ Secretarial Certificates in Shorthand III (120 wpm), Typewriting III (50 wpm), Business English III, Office Management III, Secretarial Studies II, Commerce II, Personnel Management III
- ✓ Computer Packages – Microsoft Word, Excel, Access, PowerPoint, PageMaker, Internet.
- ✓ Driving Course

ACADEMIC QUALIFICATIONS

- ✓ B.A in Project Planning and Management (UoN)
- ✓ K.C.S.E - C Plain
- ✓ K.C.P.E

HOBBIES

- ✓ Reading Motivational/Educational books & Materials, Researching, Bible Study and Travelling.

REFEREES

Dr. Ndeti Ndati
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