

CURRICULUM VITAE

DAVID KENGERE SERETI

BA (Egerton), MBA (UoN), CPS (K), PhD (Student, UoN)

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PERSONAL DATA

Date of Birth : 20th December 1967
Marital Status : Married
E-mail : david.sereti@yahoo.com / sereti@uonbi.ac.ke
Languages : English, Kiswahili, French and Kisii

QUALIFICATIONS

2007 – 2010 : Nairobi University, Masters of Business Administration (MBA), Strategic Management
1988 – 1991 : Egerton University Njoro – Nakuru Bachelor of Arts & Social Sciences
1986 - 1987 : Matongo High School, Kisii
Kenya Advanced Certificate of Education (KACE)
1982 – 1985 : Mokomoni Secondary School
Kenya Certificate of Secondary Education (K.C.S.E)
1975 - 1981 : Nyabinyinyi Primary School, Kisii
Certificate of Primary Education (C.P.E.)

PROFESSIONAL COURSES

French Language : Alliance Francaise (Diploma)

Certified Public Secretaries (CPS K)

Part III : Eagle Institute of Management, Nairobi
Personnel Management : College of Professional Management
Computer – Microsoft office: Zetech College, Nairobi
Driving License : Glory Driving School

SEMINARS/ WORKSHOPS

Procurement : Embu Government Training Institute
Strategic Management : Utalii College
Fleet management : Kenya polytechnic

WORK EXPERIENCE

(1) April 2011- To date: Assistant Registrar

(Transport & Garage Department)-University of Nairobi)

Duties and Responsibilities

- Ensure Quality management System procedures are adhered to in conformity with ISO 9001:2008.
- Serve as a secretary to ISO 9001:2008 steering Committee for the Departemnt
- Prepare corrective action plans with a view to meeting set standards
- Sectretaty to Performance Contracting Committee in the Department
- Receiv and consolifdate impelemented reports of individual Performance Contracting
- Any other duties that may be assigned from time to time by the Coordinator, Transport & garage

(2) February 2004 - March 2011 :Administration Officer (Transport and Office)-Kenya Broadcasting Corporation

Duties and Responsibilities

- Prepare monthly reports on vehicle and fuel usage, cost and recoveries
- Plan and provide transport requirements as per the request
- Monitor and update motor vehicle inventory
- Supervise drivers
- Recommend training and deployment of drivers

- Facilitate in testing of new drivers
- Ensure valuation of vehicles for disposal and insurance renewals
- Update insurance records and claims
- Ensure prompt payment of suppliers
- Initiate disposal and procurement process of motor vehicles.

**(3) February 2004 - March 2011 : Administration Officer
(Office services) –Kenya Broadcasting Corporation**

Duties and Responsibilities

- Provision of office accommodation
- Provision of registry services
- Supervision of administrative officers and office assistants
- Monitor cleaning services, both internal and contracted cleaners
- Disposal and environmental management
- Maintain lawn mowers and gardeners
- Land and lease matters
- Photocopying services
- Monitor repair and maintenance of Corporation buildings
- Facilitate in telephone operations
- Settlement of bills (rent, water and electricity)

**(4) May 2003 – Jan 2004 Procurement Officer
(Kenya Broadcasting Corporation)**

Duties and Responsibilities

- Inventory control
- Warehouse Management
- Sourcing of supplies
- Cost Reduction strategies
- Budget & budgetary control

**(5) Sep 1996 – April 2003: Licensing officer
(Kenya Broadcasting Corp.)**

Duties and Responsibilities

- Control of allocated fund and revenue generated
- Oversee banking and processing of returns
- Appraisal reports for Departmental staff
- Budget in terms of office and equipments/stationeries
- Control of stores and accountable documents/permits

- (6) Jan 1996 – July 1996 Norwegian Church Aid Documentation
Officer
- (7) Jan 1992 – Nov. 1995 Keboko Enterprises Personnel Officer

PUBLICATIONS

1. ***Benchmarking***
KASNEB Newslines
Issue No. 1 (Pages 3-7), January –March 2012
2. ***Time Management***
KASNEB Newslines
Issue No. 3 (pages 32-35), July-September 2011
3. ***Creating a Sustainable Competitive Advantage***
KASNEB Newslines
Issue No. 4 (Pages 3-11), October –December, 2010

MEMBERSHIP TO PROFESSIONAL BODIES

1. ***Associate Member (No 42987)***
Kenya Institute of Management (KIM)
2. ***Bronze Life Member (No 00016948)***
Alumni Association
University of Nairobi

REFEREES

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Dr. Julius Maina Ogola,
Senior Lecturer/Cordinator,
Transport & Garage ,
University of Nairobi
P.O Box 30197-00100
<u>Nairobi</u>
Tel: 020-318262
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Procurement Manager,
University of Nairobi
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3. Mr. Paul Ogaro,
Director Communication,
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4. James mwamba
Chief Executive Officer
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