

CHRISPINUS SIFUNA KULENYA

PERSONAL DETAILS	DATE OF BIRTH: 9 TH NOVEMBER,1985 MARITAL STATUS: MARRIED NATIONALITY: KENYAN RELIGION: CHRISTIAN (CATHOLIC) LANGUAGE: ENGLISH, KISWAHILI AND LUHYA PHONE NUMBER: +254726793908 E-MAIL ADDRESS: chrikuleny@gmail.com , sifuna@uonbi.ac.ke
PERSONAL ATTRIBUTES	Hardworking, reliable, self-motivated and results-oriented.
HOBBIES	Travelling, Singing, watching Soccer and reading.
WORKING EXPERIENCE	NOVEMBER 2007-FEBRUARY 2009: University of Nairobi-Department of Educational Studies (Printing Press) <ul style="list-style-type: none">• Collating study modules for the Bachelor of Education (Distance Learning) Students FEBRUARY 2009 TO MARCH 2017: University of Nairobi-Department of Extra-Mural Studies POSITION: Clerk Roles and Responsibilities: <ul style="list-style-type: none">• Filing and keeping records• Receiving and directing office phone calls• Marketing University of Nairobi Courses• Assisting in recruitment and admissions of students• Managing the reception office on operations• Minutes taking during research defense sessions• Attending to enquiries and receiving guests, lecturers

- Disseminating information to other departments.
- Facilitating and giving information to the students on inquiries

APRIL 2017 - 2019: University of Nairobi- Department of Research, Evaluation & Lifelong Learning courses.

POSITION: Acting Administrative Assistant

Roles and Responsibilities:

- Overall administrator for day to day activities of the department
- In charge of support staff within the department
- In charge of the incoming and outgoing register
- Oversight on develop and maintain consumables, asset register and any other register.
- In charge of Petty cash.
- In charge of uploading and updating the departmental website
- Provide regular reports on the day to day departments activities and plans
- Provide supportive duties during trainings, evaluation and research work.
- In charge of preparation of departmental records for ISO audits
- Assist in marketing and advertisement of the ODeL Campus programmes
- Perform any other task as may be assigned by the supervisor.

JANUARY 2020 TO DATE: University of Nairobi- Department of Clinical Medicine and Therapeutics.

POSITION: Administrative Assistant

	<p>Roles and Responsibilities:</p> <ul style="list-style-type: none"> • Overall administrator for day to day activities of the department • In charge of other support staff within the department • Preparation of the departmental Performance Contract • Preparation of the Annual Leave Schedule for the Department • Support departmental committees by taking and preparing minutes • Analysis of Students Attendance Registers • Updating the Chair on matters related to daily activities of the Department like communication from relevant sources, circulars and any other directives. • Organize for training and teaching aids including the LCD projectors, Laptops and any other where necessary • Attend to students requests in the department. • Working closely with the course coordinators to ensure smooth running of classes and other departmental activities • Perform any other task as may be assigned by the Chairman
<p>ACADEMIC QUALIFICATIONS</p>	<p>December 2022- University of Nairobi-Department of Management Science and Project Planning. Enrolled for Master of Arts in Project Planning and Management- Application Reference Number 11435662022</p> <p>August 2009 to 2016 : University of Nairobi-Department of Educational Studies Bachelor of Education (Arts) Distance Learning (Second Class Honours, Lower Division)</p> <p>May - September 2010: University of Nairobi-Department of Extra-Mural Studies Certificate in Project Planning and Management</p> <p>March -June 2009: ZETECH COLLEGE End user Professional 1</p>

	<p>2003-2006: St Mathias Kholera Boys High School K.C.S.E: C+(Plus)</p> <p>1996-1998: Mukhuma Primary School</p> <p>1990-1995:Shiyabo Primary School K.C.P.E</p>
<p>REFEREES</p>	<p>Prof. Raphael Nyonje: Lecturer, Department Department of Educational and Distance Studies - University of Nairobi, P.O Box30197-00100 Nairobi, Phone 0722982964 Email: raphael.nyonje@uonbi.ac.ke</p> <p>Prof. Charles Rambo: Lecturer, Faculty of Business and Management Sciences -University of Nairobi, P.O Box30197-00100 Nairobi, Phone 0721276663 Email:rambocharles@gmail.com, crambo@uonbi.ac.ke</p> <p>Dr. John Mbugua: Department of Educational and Distance Studies -Universityof Nairobi, P.O box 30197-00100 Nairobi, Cell Phone 0733770304 E-mail:mbugua04@yahoo.com, john.mbugua@uonbi.ac.ke</p> <p>Mrs. Caren Awilly: Administrator, Department of Microbiology and Immunology, University of Nairobi P.O. Box 30197-00100 Nairobi, Cell Phone 0733 521 300 E-mail:cawilly6@yahoo.com, cawilly@uonbi.ac.ke</p> <p>Mr. Benson Oranga: Former Principal, St Mathias Boys Secondary School, P.OBox 1339-10400, Mumias.</p>