

## CURRICULUM VITAE

### PERSONAL DETAILS

NAME : Jane Wanjiku Njagi

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NATIONALITY: Kenyan

MARITAL STATUS : Single

RELIGION: Christian

### EDUCATIONAL BACKGROUND

2010 – 2011: West Minister Academy, Grade D

1981 – 1990: Gakuu Primary School

### WORK EXPERIENCE

**2021 – To date:** I am currently working in the office of the Executive Dean faculty of Veterinary medicine as a cleaner

#### DUTIES:

- a) Washing / cleaning the office of the dean
- b) Dusting tables, walls and furnitures in administration's office and Registry.
- c) Assisting front office in managing visitors and students.
- d) Messengerial assignments

**2019 – 2020:** I worked as a cleaner / messenger in the library department college of Agriculture and Veterinary Sciences.

#### DUTIES:

- a) Daily cleaning at the student's area of study whose seating capacity is 400.
- b) Cleaning washrooms.
- c) Maintaining cleanliness of every corner of the reading areas.
- d) Cleaning and dusting computer labs daily.

**2016 – 2019:** I worked as a cleaner / messenger in the department of Agricultural Economics.

**DUTIES:**

- a) Cleaning chairman's office
- b) Monitoring and maintenance of washrooms
- c) Weeding flower beds
- d) Cleaning and arranging venues for dignitaries during visits to the college.
- e) Cooking tea for staff members and departmental meetings.

**2008 – 2015:** I worked as a house keeper at the former principal residence

**REFERENCES**

1. Japheth Nyamoko,  
Caretaker,  
Faculty of agriculture and veterinary sciences,  
The university of Nairobi  
Tell: 0712175516
2. Miss Esther Wainaina,  
Administrator,  
Faculty of Veterinary medicine  
Tell: 0721584426
3. Miss Dorothy Mburugu,  
Registry clerk,  
Faculty of Veterinary medicine  
Tel: 0720331355