

LANGUAGES**ENGLISH KISWAHILI****PROFICIENCY:**

writing	Excellent	Excellent
Reading	Excellent	Excellent
Spoken	Excellent	Excellent

PERSONAL PROFILE:

- Excellent organizational ability
- Self driven, team player and faster learner
- Result and quality oriented
- Creative and innovative
- Ability to meet strict deadline
- Good leader with well developed interpersonal relationship

CAREER ASPIRATIONS: To join and grow in an organization where apart from furthering its goals, I can improve the lives of others especially the disadvantaged while building a career in Administration and community development.

WORK EXPERIENCE: OCT 2005- ELECTORAL COMMISSION OF KENYA (E.C.K)

- Polling clerk

JULY 2007-SEPTEMBER 2007-PARAPET CLEANING SERVICES

- Cleaner

SEPT 31ST 2007 TO DATE

- Records clerk-Joint Admissions Board-UON

RESPONSIBILITIES

- Records management
- Customer care
- Servicing JAB sub-committee
- Attending exhibitions and career fairs
- Processing inter-university and inter-faculty
- Transfers
- Admission of students
- Other duties assigned to me in the department

HOBBIES: Travelling, listening to music, watching football, reading

REFEREES:

Mr. Benard M. Waweru

Academic registrar

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