

Titus Borwet Chemjor

PERSONAL DETAILS

Address: P.O .BOX 6375-00200 Nairobi	Age: 30 years
Gender: Male	Status: Single
Nationality: Kenyan	Mobile: +254 0722 985 033
Language: English, Kiswahili	Email: t_chemjor@yahoo.com

CAREER OBJECTIVE

To pursue a career in the field of Records Management and Administration in an organization that provides opportunities for growth and personal development and also be able to contribute my skills and experience in being part of the solution.

SKILLS SUMMARY

- Well developed communication, networking and administrative skills
- Self motivated, proactive and ability to work with minimal supervision
- Ability to work independently with multi-disciplinary and multi-cultural teams
- Possess excellent interpersonal, problem solving, oral and written communication skills
- Result oriented leader with an excellent team spirit

COMPUTER SKILLS

Proficient in: Introduction to computers, MS Word, MS Windows, MS Excel, MS Access and MS Power Point

EDUCATION

Degree in Archives and Records Management		
Moi University- Nairobi Campus		To commence in September 2013
Diploma in Archives and Records Management		
The Kenya Polytechnic University College		Jan. 2003 – Dec. 2004
Kenya Certificate of Secondary Education		
Ossen High School		Jan. 1996 – Nov.1999
Kenya Certificate of Primary Education		
Kapsoo Primary School		Jan. 1986 – Nov. 1995

EMPLOYMENT HISTORY	
Social Development Network (SODNET) Position: Research Assistant	Jan – Dec 2010
Key Duties and Responsibilities <ul style="list-style-type: none"> • Carrying out political analysis in various counties in the country • Assisting with development of work plans and progress reports as required • Carrying out surveys, interviews and giving questionnaires to acquire information • Generating accurate and timely reports on the research done • Liaising with Consultants on data and information captured during the research • Providing project information and regularly updating the project profiles 	
Bridge International Academies Position: Administrative Assistant	Jan – Dec 2011
Key Duties and Responsibilities <ul style="list-style-type: none"> • Organize and coordinate meetings, conferences and travel arrangements • Organizing seminars and workshops to get views from stakeholders • Liaison with internal and external contacts • Maintaining documents, office files and records for reference • Coordinate the flow of information both internally and externally • Maintains schedules, calendars and office supply inventories • Set up workstation and office orientation for new employees • Assisting with development of work plans, budgets and progress reports 	
University of Nairobi - Chiromo Campus Position: Registry Supervisor	Jan. 2012 – To date
Key Duties and Responsibilities <ul style="list-style-type: none"> • Managing and updating personnel files • Updating staff establishments • Preparing leave requests for employees • Monitoring file movements • Timely appraisal and disposal of documents • Timely transfer of files to the archives • Issuing to and receiving back graduation gowns from graduants • Performing any other duty that may be assigned by my seniors 	
University of Nairobi - Chiromo Campus Position: Registry Supervisor	Jan. 2013 – To date

Key Duties and Responsibilities

- Managing and updating personnel files
- Updating staff establishments
- Preparing leave requests for employees
- Monitoring file movements
- Timely appraisal and disposal of documents
- Timely transfer of files to the archives
- Issuing to and receiving back graduation gowns from graduants
- Performing any other duty that may be assigned by my seniors

HOBBIES

Playing soccer, watching movies ,travelling, reading and listening to music

REFEREES

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