

CURRICULUM VITAE

PERSONAL DETAILS

Name : Trezina Kangai Arungu
Gender : Female
Date Of Birth : 30th December 1960
ID Number : 16121393
Nationality : Kenyan
Religion : Christian
Marital Status : Single
Language : English/Kiswahili
Postal Address : 21339-00100 Nairobi
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CAREER OBJECTIVE

To work as an effective, efficient and outstanding team player while growing and developing my responsibilities and experiences as well as contribute towards the achievement of organisational mission and vision to the best of my ability.

PERSONAL ATTRIBUTES

- Flexible and adaptable to changing environment and situations
- Team player and able to work under minimal supervision
- Excellent communication and interpersonal skills
- Presentable and organized
- Self motivated, responsible and ambitious

WORK EXPERIENCE

- ❖ University of Nairobi (Main Campus) : Halls 2005 to date
- ❖ University of Nairobi (Parklands Campus) : Finance 1992-2004
- ❖ University of Nairobi (Parklands Campus) : Catering 1989-1992
- ❖ Coffee Board of Kenya : Temporary Casual Labourer -1986-1989

PROFESSIONAL TRAINING

Currently : Pursuing Certificate in Counselling (to be through on 27th July 2013)

1983-1984 : Certificate in Secretarial at Temple College

EDUCATION BACKGROUND

Secondary Education

1978-1981 - Ruiru Secondary School

Primary Education

1971-1977 - Uringu Primary School

REFEREES

1. Dr. Regina Mutave
Smu Manager (Womens Hall)
P.O Box 30197
Nairobi

2. Mr. Bernad Odeny
Halls Officer (Womens Hall Smu)
P.O Box 30197
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3. Mr. Charles Nasiali
Halls Assistant (Womens Hall Smu)
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