

Tabitha Wairimu Gichanga

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EDUCATIONAL QUALIFICATION

- **College of Human Resource Management**
Higher Diploma in Human Resource Management
2015-2016
- **St. Paul's University**
Bachelor of Business Administration and Management (Human Resource Option)
2012 - 2014
- **Nkabune Technical Training Institute**
Diploma in Secretarial Studies

EXPERIENCE

University of Nairobi (June 2011-Present)

Secretary

- Academic Division - 2016
- Deans Office, Faculty of Agriculture, (CAVS) - 2013 to 2015
- Wangari Maathai Institute for Peace & Environmental Studies – 2011 to 2012

Duties and responsibilities

- Handling the Executive Electronic Diary
- Receiving and attending to clients
- Handling telephone conversations
- Handling communication by letters and via internet
- Maintaining office records and files
- Handling financial receipts and office petty cash
- Facilitate management including office assets
- Organizing for M.sc. defenses & PhD Proposal review meetings
- Forwarding defense reports to Board of Post Graduate Studies
- Attending meetings and preparing minutes of the meeting, report writing
- Typing from manuscripts and dispatching to respective departments
- Supervising of office junior staff and duties thereof