

# **CURRICULUM VITAE**

**VALINE AMEYO ODINDA**

P.O BOX 30197-00100, NAIROBI.

TEL: 0719826155

E-MAIL ADDRESS: valineo@yahoo.com

## **A. CAREER OBJECTIVES**

- ✓ To always, work hard in pursuing my career and improving my skills while at the same time positively contributing to the success of my organization.
- ✓ To build a reputable career and become a profession who can turn user needs and requirements into realities that suits the business environment and industrial changing trend, with more emphasis in the economic system.
- ✓ To apply my knowledge on the concepts, principles and theories learnt in my education and life experience to add value to the organization and the society.
- ✓ To find a challenging position to meet my capacities skills, education, experience and working with new people as a team.

## **B. BIO DATA**

|                |                             |
|----------------|-----------------------------|
| Place of Birth | - Mombasa                   |
| Languages      | - English, Swahili, Luhya   |
| Marital Status | - Married                   |
| Religion       | - Christian                 |
| Year of Birth  | - 10 <sup>th</sup> Dec 1990 |

## **C. EDUCATION**

|                               |   |
|-------------------------------|---|
| JAN, 2013 UP TO DECEMBER 2015 | - University of Nairobi<br>Bachelor of Arts<br>Second Class Honors                                      |
| SEPT, 2010 – JULY, 2011       | - Premese Africa Development Institute<br>Diploma in Community Health and Development<br>(Upper Credit) |
| 2006 – 2009                   | – Keveye Girls’ High School, KCSE C (plain)   |

## **D. WORKING EXPERIENCE**

### **i MAY 2012 UP-TO-DATE – UNIVERSITY OF NAIROBI**

**Clerk Grade IV** Academic Division, Students' Registry,

#### Duties and Responsibilities

- ✓ Receiving closed students files from student registry and acknowledging receipt of the same.
- ✓ Updating the inventory of closed student files
- ✓ Maintaining safe custody, care and security of closed student files
- ✓ Classification of closed student files.
- ✓ Dissemination of information on closed student academic records.
- ✓ Distributing closed student files to action officers.
- ✓ Tracing and controlling closed student file and movements.
- ✓ Responding to information enquiries, giving appropriate access to information

### **ii NOV, 2011 – JAN 2012 – KENYATTA NATIONAL HOSPITAL**

**Public Health Worker**

#### Duties and Responsibilities

- ✓ Health care waste management whose main concern was the safe
- ✓ Ways on how to dispose wastes
- ✓ Disease surveillance, disinfection and vector control
- ✓ Food control services
- ✓ Patient education on the healthy living
- ✓ Checking on the hospital sanitation everyday
- ✓ VCT and patient support center services
- ✓ Children immunization
- ✓ Laboratory medicine services

### **iii JAN 2010 – SEPT 2010 EBENEZER GROUP**

#### **Marketing Officer**

##### Duties and Responsibilities

- ✓ Market catering services
- ✓ Records keeping
- ✓ Decoration
- ✓ Public relations

### **E. PERSONAL PROFILE**

- ✓ Capacity to function in a challenging and changing environment, above all being able to cope very quickly and efficiently in a new career.
- ✓ Personal integrity is beyond reproach, hardworking, trustworthy, disciplined and above all God fearing.
- ✓ Good communication and interpersonal skills.

### **F. SUMMARY OF QUALIFICATION**

I am a holder of Bachelors of Arts Degree in Sociology, Language and Communication.

##### Key of Success

- ✓ Integrity
- ✓ Teamwork
- ✓ Outstanding communication skills
- ✓ Continuous improvement
- ✓ Delegation and delivering results through other coaching, motivating and training

### **G. HOBBIES**

- ✓ Continuous crave for knowledge
- ✓ Travelling
- ✓ Making new friend

## **J. REFEREES**

1. Mr. H.O.D Webuye  
University of Nairobi  
P.O Box 30197-00100, Nairobi  
Tel – 0733826082
  
2. Mr. Benard Kipchirchir Kigen  
Premese Africa Development Institute  
P.O Box 14364-00100, Nairobi  
Tel – 0722799870
  
3. Livingstone Njaria  
Kenyatta National Hospital  
P.O BOX 13257-00200, Nairobi  
Tel- 0727542986