

**NATIONALITY** : Kenyan  
**SEX** : Female  
**MARITAL STATUS** : Married  
**LANGUAGES** : English, Kiswahili  
**ADDRESS** : P. O. Box 31052, Nairobi

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**Academic Qualifications:** 1970 – 1972 – Mary Mount Molo  
Form Three

**Professional Qualifications:** 1988 Blanes Secretarial College -  
Typing Certificate  
Business Communication Certificate

March, 2007 Customer Care – KUC  
April, 2008 Reception Techniques – KUC  
March 2009 Guest Relations Techniques - KUC

#### **Computer Proficiency**

##### **Proficiency in**

- MSDOS, Lotus, 123, Wordperfect, Dbase IV

**Work Experience** 1975 - 1985 Kenya Utalii College  
  
Designation: Still Room Attendant

1985 – 1993 Kenya Utalii College  
  
Designation: Reception/Information Clerk

1994 – 2006 Kenya Utalii College  
Designation : Printing Assistant I

2006 to Date – Kenya Utalii College  
2007 Designation: Library Clerk I