

CURRICULUM VITAE

LYANI NAMUKURU ELIZABETH

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PERSONAL DETAILS

DATE OF BIRTH : 2nd September 1977
GENDER : FEMALE
MARITAL STATUS : MARRIED
RELIGION : CHRISTIAN
NATIONALITY : KENYAN
LANGUAGE : ENGLISH/KISWAHILI/LUHYA
CONTACT : P.O BOX 150, KAIMOSI

GOALS AND ASPIRATION

- To assume challenging reward responsibilities
- To attain maximum knowledge, expertise and growth in area of specialization

WORKING EXPERIENCE

YEAR	INSTITUTION/ORGANIZATION	POSITION
August 2013 To Date	Kibabii University	Assistant Office Administrator I
March 2011 - July 2013	Friends College Kaimosi	Secretary to the Registrar Academics
2007 - February 2012	Sigalagala T.T.I	Part- time Lecturer (Secretarial Department)
2005 - 2006	Sigalagala T.T.I	Secretary
2003-2004	Kaimosi Teachers College	Secretary on Contract
2001 - 2002	Chavakali High School	Secretary

PROFESSIONAL QUALIFICATION

YEAR	INSTITUTION/ORGANIZATION	QUALIFICATION
2016	Sang'alo Institute Of Science And Technology	Higher National Diploma in Secretarial Management

March 2010	Friends College Kaimosi	Short hand III (120wpm)
2009	Friends College Kaimosi	Short hand III (100wpm)
Nov/Dec 2008	Friends College Kaimosi	Short hand II (80 wpm)
March 2007	Friends College Kaimosi	Shorthand I (60wpm)
March 2007	Friends College Kaimosi	Business English III
March 2001	Friends College Kaimosi	Office Management III
2001	Friends College Kaimosi	Word Processing
2002	Friends College Kaimosi	E-mail & Internet Microsoft Excel 2000 Microsoft Access 2000 Microsoft Publisher 2000 Microsoft Power point 2000 Quick book
July 2000	Friends College Kaimosi	Secretarial Duties II
July 2000	Friends College Kaimosi	Business English II
July 2000	Friends College Kaimosi	Commerce II
March 2000	Friends College Kaimosi	Typewriting I (30wpm)
March 2000	Friends College Kaimosi	Office Practice II
Nov/Dec 1999	Friends College Kaimosi	Office Practice I
Nov/Dec 1999	Friends College Kaimosi	Commerce I
Nov/Dec 2004	Glory Commercial College	Typewriting III (50wpm)
July 2004	Glory Commercial College	Typewriting II (40wpm)

ACADEMIC QUALIFICATION

YEAR	INSTITUTION/SCHOOL	QUALIFICATION
1997 - 1998	Eregi Girls High School	KC.S.E
1995 - 1996	Lugari Secondary School	Form I & II
1985 - 1992	Kivaywa Primary School	K.C.P.E

PROFESSIONAL BODY

2012 : Joined Kenya National Secretaries Association (KENASA)

SEMINARS AND WORKSHOPS ATTENDED

1. One day workshop on information systems Management (2012)
2. One day workshop on Fire safety and disaster Preparedness training
3. One day workshop on
 - Record Keeping
 - Business management

- Public relations

HOBBIES

1. Reading
2. Sports and community service
3. Travelling

REFEREES

1. Dr. Lucy Chikamai
Dean, Faculty of Science
Kibabii University
P.O Box 1699 – 50200
BUNGOMA
Tel. No. 0722763440
2. Prof. Franklin Wabwoba
Lecturer Kibabii University
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