

NAME: Annah Mumbua Mbiti

POSITION: Secretary

PROFESSIONAL QUALIFICATIONS

(2017 - **Machakos University**
Master of Business Administration (Course work completed)

(2013 - 2016) **Mt. Kenya University**
Bachelor of Business Management – Human Resource Option
(2nd Class – Upper Division)

(2009 – 2011) **Kenyatta University**
Diploma in Public Relations – Credit one

(1994 – 1997) **Machakos Technical Training Institute**
Diploma in Secretarial Studies (KNEC)

Typewriting (50 wpm)	3(three)
Shorthand (100wpm)	8(eight) – Referred
Office Administration & Management	5(five)
Business English	4(four)
Public & Human Relations	4(four)
Commercial & Administrative Law	5(five)
Course specialization & Entrepreneurship projects	3(three)

Single & Group Examination (KNEC)

Shorthand 1 (60 wpm)	- Distinction 1
Principles of Accounts 1	-Pass 8
Office Practice II	-Credit 3
Typewriting II (40 wpm)	-Credit 6
Commerce II	-Pass 7
Secretarial Duties II	-Pass 8
Business English III	-Credit 5

COMPUTER STUDIES

Ms. Dos 6.22
Word perfect 6.0
Windows
Ms Word
Ms Excel

OTHER COURSES

Customer Care - February 2018
HIV/AIDS Training – November 2004

WORK EXPERIENCE

Oct 2016 – Todate **Machakos University - Secretary (Grade 7/8)**
-Office of the Deputy Vice-Chancellor (APF)

Sept 2014 –Oct 2016 **Machakos University College – Secretary (Grade C/D)**
-Office of the Deputy Principal (Administration, Planning and Finance)

Duties

2012 – 2014:

South Eastern Kenya University – Secretary (Grade A/B)

-2014 – Office of the Registrar (Academic & Student Affairs)

-Standing in, in the Deputy Vice Chancellor (Academic Research & Student Affairs) office in the absence of the secretary

Duties

- Office organization
- Receiving incoming calls/making outgoing calls both within and outside the University
- Handling student issues, advising them on what is required
- Preparing documents for student disciplinary committees
- Obtaining and managing Office petty cash
- Keeping confidential documents for the office
- Drafting routine letters for signature
- Typing letters, memos, circulars, notices, reports
- Supervising the staff under me
- Receiving visitors and directing them to relevant offices
- Custodian of office information and correspondent
- Ensuring efficient and effective office by being current in record management and organizational ability.
- Keeping upto date filing system
- Dispatching documents

-2012 – 2014 -Office of Registrar (Finance, Planning & Development).

-Standing in, in the Deputy Vice Chancellor (Finance Planning & Development) office in the absence of the secretary

Duties

2010 – 2012:

Ministry of Public Health & Sanitation – Secretarial Assistant

Duties

- Keeping office diary
- Arranging meetings/workshops
- Booking appointments
- Drafting routine letters for signature
- Keeping upto date filing system
- Typing letters, memos, circulars, notices, reports
- Attending meetings for Health facilities' Heads and taking minutes/typing and circulating the minutes
- Entering monthly reports from different facilities online
- Issuing medicines and other items to Nurses
- Keeping requisitions from the health facilities and requesting for their orders.
- Obtaining imprests for office use from treasury and surrendering.

2002 – 2010:

St. Angela's Girls' Secondary School – Secretary to the Principal

Duties

- Keeping office Diary for the Principal by booking appointments/meetings
- Keeping confidential documents for the office

- Drafting routine letters for signature
- Typing letters, memos, circulars, notices, reports
- Supervising the staff under me
- Receiving visitors and directing them to relevant offices
- Custodian of office information and correspondent
- Ensuring efficient and effective office by being current in record management and organizational ability.
- Keeping upto date filing system
- Dispatching documents
- Preparing Board room/files for Board of Governor's meetings
- Inviting the B.O.G members for meetings and typing the minutes
- Receiving calls within and outside the school and directing them to relevant offices.
- Typing school examinations, photocopying them and keeping them safe ready to be done.