

CURRICULUM VITAE

MURABWA JACQUELYNE MARIAM

P.O BOX 16

WEBUYE- KENYA

EMAIL: mmurabwa46@gmail.com

PHONE NO: 0710771099

PERSONAL DETAILS

Date of Birth: 5th February, 1988.

Current Address: 1699-50200 Bungoma

Religion : Christian

Marital Status: Married

Languages: English, Kiswahili, Luhya

Gender: Female.

ACADEMIC QUALIFICATIONS

2017 - Date: Pursuing Bachelors Degree in Information Science, Kisii University-Eldoret Campus.

2015 – 2016: Higher National Diploma in Information Science (KNEC), Sang'alo Institute of Science and Technology.

2008- 2010: Diploma In Information Science (KNEC), Sang'alo Institute.

2007: Certificate in Computer , Bethesda Christian College.

EDUCATION BACKGROUND

2002- 2005: Kenya Certificate of Secondary Education (KCSE), Muhomo Secondary School.

1993 – 2001: Kenya Certificate of Primary Education (KCPE)

WORK EXPERIENCE:

APRIL 2018 TO DATE: Senior Clerical Officer , Kibabii University.

Duties:

1. In Charge of Students Registry which involves maintaining and updating of students records.
2. Registration /Admission of students.
3. Receiving and dispatching mails.

4. Uploading students records on the ERP system.
5. Handling Students Matters in general
6. Marketing of Academic Programmes.
7. Filing correspondents.
8. Other duties as assigned by the Head of Department.

2013 - 2018: Clerical Officer, Kibabii University.

2012 - 2013: Clerk, Kibabii University.

Jan 2012 - Nov 2012: Internship, Masinde Muliro University, Library Department.

2009: Attachment, Margaret Thatcher Library- Moi University.

ACHIEVEMENT AND AWARDS:

2018: Membership Certificate, Kenya Library Association (KLA)

2016: Certificate of attendance in the Second Annual Conference for Information Professionals.

2015: Certificate of Participation in the Implementers Training on Quality Management Systems based on ISO 9001: 2008 for Staff of Kibabii University.

2015: Certificate of Participation as a Polling Clerk in Students Elections , Kibabii University.

2014: Staff Induction Workshop, Kibabii University.

2004: Best Netball player upto provincial player.

HOBBIES:

1. Church Services
2. Social Media like WHATTSUP, FACEBOOK.
3. Reading Novels.

REFEREES:

1. Prof E. S. Mohochi,
Registrar Academic Affairs,
Kibabii University,
Phone No. 0714692210.
2. Mr. Michael Maleche,
Deputy Registrar Academic Affairs,
Kibabii University,
Phone No. 0720893365.
3. Mr. Sebastian Wang'ombe,
Head of Section (Admissions and Students Registry),
Kibabii University,
Phone No. 0705752884.

