

## **CURRICULUM VITAE**

SIKOLIA CAROLINE NAMUBUYA

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WEBUYE- KENYA

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### **PERSONAL DETAILS**

**Date of Birth:** 18<sup>th</sup> April, 1988.

**Current Address:** 1699-50200 Bungoma

**Religion:** Christian

**Marital Status:** Married

**Languages:** English, Kiswahili, Luhya

**Gender:** Female.

### **ACADEMIC QUALIFICATIONS**

**2016 - 2019:** Bachelors Degree in Information Technology – Kibabii University.

**2011 – 2013:** Diploma in Information Technology – Masinde Muliro University of Science and Technology.

**2011:** Certificate in Information Technology – Masinde Muliro University of Science and Technology.

### **EDUCATION BACKGROUND**

**2006- 2009:** Kenya Certificate of Secondary Education (KCSE), Chebosi Secondary School.

**1998 – 1997:** Kenya Certificate of Primary Education (KCPE) Muji Primary School

## **WORK EXPERIENCE:**

### **Kibabii University: Clerical Officer (April 2021 to Date)**

#### **Duties**

- Recording of complaints from students concerning teaching and examination timetables.
- Linking of Lecturers on ERP system.
- Filing of all documents from external and internal origin.
- Procuring of office requirements.
- Delivering of documents (timetables and memos) to expected offices and ensuring the timetable is hanged on the academic Staff and Students notice boards.
- Receiving and recording course allocations from the COD's.
- Other duties as assigned by the Head of Department.

### **Kibabii University: Data Entry Clerk (May 2016 to April 2021)**

#### **Duties**

- Entering students details in the ERP system
- Registration and Admission of students
- Updating students details in the ERP systems
- Maintain and update workflow record of students regarding work completed and work pending.
- Uploading students records on the ERP system.
- Printing students Identity cards.

### **Kibabii University: Technician, Part time Instructor (2014 to date)**

#### **Duties.**

- Organizing the operation and maintenance of computer hardware and general electronic and computing equipments.
- providing technical support and install new software for computer users in the laboratory
- Conducting practical in word, excel, access and PowerPoint.
- Making tutorial notes for students.
- Tutoring students in various IT areas i.e. visual basic, computer application, introduction to database.
- Setting examination and assignments

**2012:** Attachment, West Kenya Sugar Company.

## **Key Skills and competence**

- computer hardware and software systems and programs
- computer networks and installation
- computer viruses and security
- Email and internet programs.

## **HOBBIES:**

1. Singing
2. Facebook
3. Watching Television

## **REFEREES:**

1. Dr. Anselimo Ikokha,  
Director ICT,  
Kibabii University,  
Phone No. 0724874728.
2. Dr. Mulambula Andanje,  
University Timetabler Coordinator,  
Kibabii University,  
Phone No. 0721568857.
3. Mr. Michael Maleche,  
Deputy Registrar Academic Affairs,  
Kibabii University,  
Phone No. 0720893365.