

CURRICULUM VITAE

FANICE ASEYO

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ID NUMBER : 13808612
MARITAL STATUS : Married
LANGUAGES : English and Swahili

EDUCATION BACKGROUND

JAN 2016 – DEC 2016 : **Higher National Diploma in Secretarial Studies** (Sangalo Institute of Science And Technology)
JAN 2002 – JUNE 2002 : **Computer Training** (Friends College Kaimosi)
JAN 2006 – APRIL 2006 : **Computer Studies** (Soliat Printers)
1996 – 1997 : **Secretarial Studies** (Friends College Kaimosi)
1991 – 1994 : **K.C.S.E.** - Kipsigak High School
1982 – 1990 : **K.C.P.E** - Kapsabet Township Primary School

WORK EXPERINCE

<u>Title</u>	<u>Duration</u>	<u>Place</u>
Secretary/Clerical Officer	1997-2000	Ministry of Environment and Natural Resources/Nandi County
Secretarial Teacher	2001-2002	Friends College Kaimosi
Secretary/Receptionist	2003 – 2005	Rock Mirror College – Kapsabet
Secretary/Receptionist	Jan 2005 – Aug 2007	St. Barnabas Tegat High school (Kapsabet)
Chief Principal’s Secretary	Aug 2007 – Sep 2014	Kaimosi Teachers’ College
Administrative Assistant	Sep 2014 to June, 2015	Mt. Kenya University – Thika
Assistant Office Administrator	July, 2015 to Date	Kibabii University - Bungoma

DUTIES AND RESPONSIBILITIES

1) ADMINISTRATION RECEPTION AREA

- Office organization, filling and record keeping
- Directing clients
- Drafting letters, memos, notices, minutes and reports
- Organizing and facilitating Academic Committee meetings

2) OFFICE OF THE DEAN - SCHOOL OF COMPUTING AND INFORMATICS

- Office management, filling and record keeping

- b) Drafting letters, memos, notices, minutes and reports
- c) Organizing Departmental meetings

CAREER PROFILE AND OBJECTIVES

A well organized, result oriented professional, proficient in general office management and administration with experience as an Assistant Office Administrator at Kibabii University. I am disciplined and have a strong faith in God. I enjoy being and working with people. I am capable of working under pressure and I am a woman of integrity. I endeavor on working to contribute and add value to the Institution.

COURSES/SEMINARS ATTENDED

- Performance Contract Workshop
- ISO Certification sensitization Workshop
- Peer Counsellors Training
- KENASA Representatives' Workshops

INTERESTS

- Doing community work
- Helping the needy
- Attending gospel rallies
- Listening to Gospel music and
- Reading

REFEREES

Prof. Franklin Wabwoba
School of Computing and Informatics,
Kibabii University

Prof. Kimathi Kigatiira,
Dean, School of Medicine,
Mt. Kenya University
P.O. Box 342,
THIKA.
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Mrs. Theresia Mbelase,
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KERICHO.

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