

CURRICULUM VITAE

Name : Pamela Adamba

Date of Birth : 1963

Sex : Female

Marital Status : Married

Education Background:

1971 – 1978 : C.P.E

1979 – 1982 : K.C.E Div. IV

Professional skills/seminar attended

2011 July : I did Records and Archives Management certificate

2008 Nov.: I did Office Management certificate

2007 Sep.: I did a bridging course in mathematics, Book-keeping and communication skills
at Kenya Institute of Management

2007 Nov: I did Office practice stage II certificate

2003 : I did office practice stage I certificate

2002 : Attended Cambridge Secretarial College and obtained a Typewriting certificate
Of 25 w.p.m, certificate in introduction to computer operation from Temple
College.

I attended a seminar on Secretarial Development and Public Relations and was
awarded certificate of participation by Zenith Management Consultants sponsored
by SWA. I attended In-house training on computer packages and awarded a

certificate, organized by SWA and also trained on Records Management, organized by university of Nairobi, SWA.

Working background

- 2005 to date : Registry supervisor (my duties include: general supervisory for both Personnel Registry, General Registry and mail registry), updating of Staff information system, preparing summaries for applicants who Applies for jobs and promotions. Verifying leave online and any other Duty assigned by my seniors.
- 2001 Nov- 2005 March : I was assigned secretarial duties following the retrenchment exercise in addition to my clerical duties.
- 2000 May: promoted to clerk grade III/IV and retained in the Director's office. My duties included recording of documents/correspondence/files and Also dispatching and delivering the same to various officers /offices as assigned.
- 1994 : posted to Director's office as a cleaner /messenger
- 1991 January : Transferred to Personnel as a messenger/Cleaner
- 1989 July : Promoted to cleaner grade II
- 1989 June : Appointed cleaner grade I and Posted to the then USAB General Manager's Office (now the Director's Office)
- 1987 Nov. : Hired as a casual in Halls Department.