

Carolyn Omukubi Obunyakha.

carencarolyne@gmail.com

+254745844224.

BOX 42, Luanda.

CAREER OBJECTIVE

Trained and experienced secretary, looking for a position where I can apply my skills to enable growth of the business as well as grow my professional skills.

PROFESSIONAL PROFILE

Exceptionally well organized, resourceful and highly motivated with the ability to handle office work perfectly with multitasking skills.

PROFESSIONAL SKILLS

- Communication skills.
- Office Management.
- Typing skills.
- Phone etiquette.

EDUCATION BACKGROUND

2000 – 2009 Mushiangubu Primary School - KCPE 259.

2010 – 2014 ACK Mundoli girls - KCSE C-.

2016 – 2018 Secretarial Studies (Single and Group), Siaya Institute of Science and Technology.

WORK EXPERIENCE

2018 January – April, Attachment as Court Secretary, Kakamega Law Court.

2019 March – To date, Internship as Department Secretary at Egerton University.

REFERENCE

1. Mrs. Beatrice Onsarigo.
C.O.D Peace Security and Social Studies, Egerton University.
+254722392978.

PERSONAL PROFILE

2. Veronica Adera.

Lecturer Siaya Institute of Science and Technology.

+254717620197.

3. Edelquine Wanyonyi.

Court Clerk Kakamega Lawcourt.

+254725381065.