

## PERSONAL PROFILE

Carolyn Omukubi.

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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.

I was attached at the Law Courts to gain experience in my profession hence I was not being paid any basic salary or any cash compensation. Likewise at Egerton University am on an intern program without any salary.

**REFERENCE**

1. Mrs. Beatrice Onsarigo.  
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