**CURRICULUM VITAE**

**PERSONAL DETAILS**

# NAME : Margaret Mwikali Lovi

DATE OF BIRTH : 1/12/1965

MARITAL STATUS : Married

GENDER : Female

ADDRESS : P.O Box 26391-00504 NBI

Telefax: 312806;Tel: 0733526367;0714135705,

Email:loviemargaret@gmail.com

NATIONALITY : Kenyan-ID N0.5781810

RELIGION : Christian-Catholic

**CAREER OBJECTIVE** : To be a competent professional who can take challenges at work

and be an asset to the organization .

## **EDUCATION AND TRAINING**

**Dates (Jan – Dec. 2004)**

Name and Type of

organization providing education

and training: **East Africa Institute of Information Studies**

Title of qualification awarded : **Diploma in Records and Information Science**

Skills Covered : Records Management, Archival, Information Resources, Dissemination

of Information, Management of Libraries, Archives etc, organisation and Retrieval of Information, Conservation and Restoration of Information Materials,Information Technology, Project (Trade & Business Plan)

**Dates (1996-1998)**

Name and type of organization

Providing education and training : **Kenya Medical Training College Nairobi-Nairobi Campus**

**Govt Sponsorship (Ministry of Health)**

Title of qualification awarded : Certificate in Health Records and Information Technology

Skills Covered:Medical Statistics, Health Records Science, Community Health,

Medical Terminology, Data Classification, Pathology, Anatomy & Physiology, Computer Science & Applications, Office Administration, Personnel Management & First Aid (St. Johns Ambulance).

**Dates (1993)**

Name and type of organization

Providing education

: N.C.C.K. – Nakuru - **Govt Sponsorship (Ministry of Health)**

Principal subjects : Middle Level Statistics for HealthInformation Systems (H.I.S)

Title of Qualification awarded : Certificate Level

#### **Dates (1980-1983)**

#### Name and type of

#### School providing

#### Education and training: **Chogoria Girls’ High School-Meru**

Title of Qualification

Awarded : Kenya Certificate of Education (K.C.E. Division II)

#### **Dates (1973-1979)**

#### Name and type of School

#### providing education: **Kyambusya Primary School - Kitui**

Title of qualification : Certificate of Primary Education (C.P.E) pass- 22 points awarded

## **WORK EXPERIENCE**

**Dates (May 2000 To-date)**

Name and address

of employer : **Rozeco Chemical Industries**

P.O. Box 26391-00504 Telefax:020312806

Cell: 0721419380

**Nairobi – Kenya**

Type of organization or sector : Industrial Manufacturing of consumer goods e.g cosmetics, detergents

etc and Home Care Products.

Occupation or position held : Technical Sales Supervisor- Cosmetics

Reporting to : Technical Director

Main activities and

Responsibilities

Sales Supervision Role: Checking of products outlets and merchandising

**Dates (May 1984 – May 1999)**

Name and address of employer: **Ministry of Health, Kenya Govt.**

Department : National Public Health Laboratory Services – “BLOOD BANK Section”

Position held/Occupation : Medical Records Clerk

Reporting to : Chief Laboratory Technologist (CLT).

Main activities and

Responsibilities : Keep/maintain computerized Blood Bank Records; Liase with blood

donors for return appointments while maintaining

confidentiality.

**HOBBIES** : Travelling, reading research magazines, Watching

Rugby, reading newsletters & journals, socialising ,

## **REFEREES**

1. Managing Director

Rozeco Chemical Industries

P.O. Box 26391-00504

Tel.0733974334/0721419380

**NAIROBI**.

2. Hilary Wafula Oboya

Course Director

East Africa Institute of Information Studies

Cell: 0722792459

**NAIROBI.**

3. Mrs. Margaret Wanjiru Kuria

Personnel Officer

National Public Health Laboratory Services

Ministry of Health

P.O. Box 20750-Nairobi

Tel: 020-2725601-4 Mobile: 0722618920

**NAIROBI.**