

# Curriculum Vitae

## Magdaline Munyiva Major

P.O Box 79242 - 00200 Nairobi.

Phone Number: 0727139408 Email Address: magdalinemajor@gmail.com

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### Bio Data:

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National.ID.No	:	24426286
Nationality	:	Kenyan
Date of Birth	:	6/06/1985
Marital Status	:	Married
Gender	:	Female
Religion	:	Christian
Languages	:	English, Swahili and Kamba

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### Objective:

To work in a challenging position in a dynamic organization that will enable me advance my knowledge and skills hence contribute towards attaining my career goals.

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### Key Skills & Competencies:

- Ability to handle multiple tasks, set priorities and meet deadlines
  - Excellent communication skills
  - Ability to conduct delegated duties with minimum supervision
  - Hardworking, dedicated and self-motivated
  - A fast learner and team player.
  - Superb organizational and planning skills
  - Proficient in MS office (Ms Word, Excel, PowerPoint and Outlook) – Excellent typing speed
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### Educational Background

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#### FROM: 2019 – TO DATE

College: Technical University of Kenya  
Course: Bachelor Technology in Office Administration and Technology  
Grade: In progress

#### FROM: 2008-2010

College: National Youth Service Institute of Business Studies  
P.O Box 00100-42243  
Nairobi

Course: Diploma in Secretarial Studies  
Examiner : Kenya National Examinations Council (KNEC)  
Grade : **Pass**

**FROM: 2001-2004**  
Institution: Ndolo Secondary School  
Kenya Certificate of Secondary Education (KCSE)  
Grade: C

**FROM: 1992-2000**  
Institution: Kyambeke Primary School  
Kenya Certificate Of Primary Education (KCPE)

## **PROFESSIONAL EXPERIENCE**

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### **Office Administrative Assistant – December 2016 to Date**

#### **Judicial Service Commission**

##### **Duties and Responsibilities**

- Typing judgments and proceedings.
- Assisting in arranging for CUC, Staff and Bar Bench meetings (booking meeting halls)
- Preparing staff and any other meeting minutes
- Receiving all external and internal mails/emails of the station and disseminating for action on a daily basis as they are received
- Typing correspondences
- Performing data entry
- Receiving and attending clients
- Filing documents
- Any other assigned duties

### **Office Administrative Assistant – October 2015 to December 2016**

#### **National Land Commission**

##### **Duties and Responsibilities**

- Filing documents
- Assisting in arranging for Board meetings (booking meeting hall)
- Receiving and dispatching letters
- Typing correspondences
- Performing data entry
- Receiving and attending clients
- Enlightening the Public on land matters
- General office management
- Any other assigned duties

## **Personal Assistant – December 2010 – October 2015**

### **Pluton ICT Limited**

#### **Duties & Responsibilities:**

- Providing administrative support to the Director
- Managing his diary and itinerary
- Filing documents
- Receiving and directing visitors
- Making and receiving telephone calls.
- Supporting in making tender applications and processing all requirements.
- Maintaining records of all contracts with clients, initiate billing on time and following up on invoices to ensure payment on due date
- General office management

#### **Achievements:**

- Set up a defined Administration Department
- Developed a systematic filing system for all personnel files

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### **Seminars & Trainings**

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#### National Youth Service Para- military training

- N.Y.S Act
- Physical Training
- Home Economics
- First Aid
- Foot Drills
- Gender Health
- Drug awareness
- Discipline in General.

#### Kenya youth empowerment project (KEPSA)

- Life skills training
- Core business skills training
- Financial skills training
- Entrepreneurial skills

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### **Hobbies and Interest**

- Visiting the less fortunate in the society
- Socializing and interacting with people
- Cooking

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## **Referees:**

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1. Hon. Patricia Gichohi  
Chief Magistrate,  
Kiambu Law Courts,  
P.O Box 87-00100,  
KIAMBU.  
Cell: 0722 769095,  
email:pgichohi@gmail.com
2. Hon. Prof. Joel Ngugi  
High Court Judge,  
P.O Box 61,  
NAKURU.  
Cell: 0795 325777  
Email: ngugijoel@gmail.com
3. Mr. Paul Ngei Kasimbu,  
National Land Commission,  
P.O Box 78-90300,  
MAKUENI  
Cell: 0722 638 141  
Email:pnkasimbu@yahoo.com