

CURRICULUM VITAE

PERSONAL DETAILS

NAME : Priscah AvionLuchivisi
MARITAL STATUS :Married
NATIONALITY :Kenyan
LANGUAGE OF ASSOCIATION : English, Kiswahili &Luhya
CONTACT ADDRESS : 190-50100, Kakamega
GENDER : Female
EMAIL ADDRESS : pluchivisi@mmust.ac.ke

CAREER OBJECTIVE

To work in a dynamic and challenging environment for growth and development

PROFESSIONAL QUALIFICATIONS

<u>YEAR</u>	<u>INSTITUTION</u>	<u>CERTIFICATE</u>
2018-2021	MMUST	Master of Science (HRM)
2021	The strategic of business & change Mgmt	Journal publication
2018-2018	Institute of Human Resource Mgt.	IHRM Membership Certificate
2015-2017	JKUAT	Bcom (Option HRM)
2013-2014	University of Nairobi	Diploma in Human Resource Management
2011	University of Nairobi	Certificate in Human Resource Management
2010	Ministry of Roads and Public Works	Grade Test II
2010	Ministry of Roads and Public Works	Grade Test III
2009	Ministry of Roads and Public Works	Suitability Test
2007	Imperial Driving College	Driving License
2006	Vision Computer Enterprise	Computer Certificate

WORKING EXPERIENCE

2019 to date

Clerks -SASS (Geography)

Duties and Responsibilities:

- Undertake filing of documents in their respective files
- Ensure records and files are properly updated
- Participate in preparation and generation of financial reports
- Utilize office appliances such as photocopier
- Liase with the administrative Assistant on ISO standards
- To assist to ensure preparations of reports on customer satisfaction and complaints
- Report when there are shortages of office stationary regularly so that they can be procured
- Assist on preparations of a variety of documents
- Maintain office equipments and report damages

2012 -2018 Transport department
 2009-2011 Administration (Recruitment, training and development)
 and in the faculty of Electrical engineering lab) MasindeMuliro University of
 Science and Technology
 2011-2012 School of post graduate studies
 2008-2009 School of Nursing Science Masinde Muliro University of
 Science and Technology
 2006-2008 Golf Hotel with Bedrock Security.

SKILL AND ATTRIBUTES

- Team player
- Research skills
- Workplace Culture Development Skills.
- Like challenges, being innovative, making new discoveries and appreciates correction.
- Interpersonal skills.
- Like to work as a team and help in coordinating activities.
- Good communication skills
- Leadership skills

HOBBIES

1. Reading and watching documentaries
2. Listening to Gospel Music

PROFESSIONAL BODIES

1. Member, Institute of Human Resource Management
2. Member, Board of Management Kakamega County under Chombeli Polytechnic
3. Chairperson Board of Management Chombeli County Polytechnic
4. Member, Chamber of Commerce

EDUCATIONAL BACKGROUND

<u>YEAR</u>	<u>SCHOOL</u>	<u>CERTIFICATE</u>
2001-2004	Friends School Samitsi	KCSE
1991-2000	Mutsuma Primary School	KCPE

REFEREES

1. Prof. Lt Col. (Rtd) J.M. Okoth
Dean School of Nursing
MasindeMuliro University of Science and Technology
P.O. Box 190-50100,
KAKAMEGA
Email: jokoth@mmust.ac.ke

2. Prof. Robert Egesa
Dean School of Business and Economic
Masinde Muliro University
P.O Box 190-50100
Kakamega- Kenya
Email: rgesa@mmust.ac.ke

3. Mr. Silvester Maakhulu
Lecturer Geography Department
Masinde Muliro University
P.O Box 190-50100
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Email: smakhulo@mmust.ac.ke