

CURRICULUM VITAE: MILDRED CHIMWENE

PERSONAL DETAILS	
NAME	MILDRED L. CHIMWENE
I.D NO	22027779
NATIONALITY	KENYAN
ADDRESS	P. O. BOX 1192 MUMIAS
TEL	0723733261/0772580640
EMAIL ADDRESS	mchimwene@mmust.ac.ke chimwenemilo86@gmail.com
OFFICIAL ADDRESS	Masinde Muliro University of Science & Technology P.O Box 190 – 50100 KAKAMEGA
LANGUAGE PROFICIENCY	Excellent written and spoken English
PROFESSION	Senior Office Manager Grade XII
CAREER OBJECTIVE	Serve, mould and strive to be diligent and competent office manager and offer quality public and human relations services with integrity
KEY COMPETENCIES	<ul style="list-style-type: none">• Strong Work ethics, ability to multi-task• Effective team player• Problem solver and Analytical Thinker• Effective interpersonal skills• Strong professional Ethics values• Result-Oriented, excellent interpersonal and decision-making skills

ACADEMIC/EDUCATION QUALIFICATIONS

S/N	YEAR	SCHOOL/COLLEGES ATTENDED	PROGRAMME	Completed /AWARD
1	Jan 2022	Masinde Muliro University of Science & Technology	PhD in Business Admin	Ongoing
2	2021	Human Resource Professionals Examination Board	CHRP FINAL (K)	GRADUATED
3	2020	Masinde Muliro University of Science & Technology (MMUST)	Master of Science in Human Resource Management	CONFERED
4	2013	Moi University	Bachelor Degree in Business Management (HRM Option)	First Class Honours
5	2010	Sigalagala Technical Training Institute	Higher National Diploma in Human Resource Management	Credit
6	2007	Rift Valley Technical Training Institute	Higher National Diploma in Secretarial Management	Credit
7	2005	Rift Valley Technical Training Institute	Diploma in Secretarial Studies	Pass
8	1999-2000	Rift Valley Technical Training Institute	Single & Group in Secretarial Studies Stages III	Credit
9	1994-1997	Bishop Njenga Girls High School	O'level	C.

PROFESSIONAL ORGANIZATION MEMBERSHIP/AFFILIATION

S/N	NAME OF THE ORGANIZATION	MEMBERSHIP NO.
1	Institute of Human Resource Management	IHRM- No. 12105
2	Kenya National Secretaries Association	KENASA-No.18-1520

WORKING EXPERIENCE

S/N	YEAR	ORGANIZATION	POSITION	YEARS OF EXPERIENCE
1	2021 April to Date	Masinde Muliro University of Science and Technology (MMUST)	Senior Office Manager GRADE XII/ Section Head	

ACADEMIC/EDUCATION QUALIFICATIONS

S/N	YEAR	SCHOOL/COLLEGES ATTENDED	PROGRAMME	Completed /AWARD
2	2015 to 2021 April	Masinde Muliro University of Science and Technology (MMUST)	Office Manager GRADE XI	6 YRS
3	2008 -2015	Masinde Muliro University of Science and Technology (MMUST)	Office Administrator	7 YRS
4	2006 - 2007	Namatsi and Company Advocate	Secretary	1 YR
5	2004 - 2006	Mumias Sugar Company	Secretary	2 YRS
6	2001 April-2003 Dec.	Supreme College	Secretary	2.5 YRS
TOTAL YEARS OF EXPERIENCE – Nineteen (19) YEARS				

OTHER UNIVERSITY APPOINTMENTS

S/N	DETAILS	YEAR OF APPOINTMENT
1.	Section Head to Nominal Roll, Transcripts and Graduation	January, 2022
2.	Secretariat to MMUST Honorary Degree Committee	2022
3.	Member to MMUST Deans' Election Board	2022
4.	Member to Office Administrators/ Managers Interview Panel (MMUST)	2021
5.	Assistant Deputy Presiding Officer - Students Elections	2016-todate
6.	Secretariat to Appointments and Promotions Committee (MMUST)	2014-2016
7.	A member to Directorate of Corporate Communications and Marketing Board (MMUST)	2018 to-date
8.		

9.	Vice Chairperson KENASA Organizing Committee	2016
10.	Chairperson, Kenya National Secretaries Association (MMUST CHAPTER)	2016 to date

MASINDE MULIRO UNIVERSITY OF SCIENCE & TECHNOLOGY 2008-todate

Masinde Muliro University of Science and Technology- Legal Office, Department of Curriculum and Instructional Technology, School of Health Sciences, Nairobi Centre, Office of the Registrar (Administration), Department of Nutritional Sciences and School of Natural Sciences.

S/ N	YEAR	DEPARTMENT	POSITION
1.	Dec 2021 to Date	Registrar (AA)	Head of NTG Section
2.	Feb 2020 to-date	School of Natural Sciences	Office Manager
3.	March 2016 to date	Nutritional Sciences	Office Manager
4.	April 2014- March 2016	Registrar (Administration)	Office Manager Senior Office Administrator
5.	October 2010 – April 2014	Nairobi Campus MMUST	Office Administrator
6.	2009-2010	School of Health Sciences	Secretary
7.	2008-2010	Legal Office	Secretary

1. Office of the Registrar (AA) Head of NTG SECTION

- i) Planning activities of the Section
- ii) Coordination of Graduation Activities
- iii) Secretariat to academic meetings in the Office of the Registrar (Academic Affairs)
- iv) Ensure nominal rolls are effectively and timely produced
- v) Coordinating production of students transcripts
- vi) Management of graduation Data

2. General Duties and Responsibilities in MMUST

Performing general office tasks not limited to those listed below;

- 1 Secretariat of Human Resource Committee Meetings, i.e Appointment and Promotions Committee Meetings, Shortlisting, CBA negotiations etc.
- 2 Drafting and typesetting memos, letters, minutes and other required documents
- 3 Establishing and maintaining proper filing and indexing systems.

3. Office Dean, School of Natural Sciences (Doubling as an Office Manager and doubling up with the duties of Senior Administrative officer for the School

- 4 Drafting letters/ responses to office correspondences
- 5 Office management/secretarial duties.
- 6 Processing and issuing of transcripts, updating exam marks databases and uploading of marks using ERP system
- 7 Preparation of graduation lists reports, Student statistics and general reports for the Schools
- 8 Registering and reporting of students using ERP system
- 9 Organizing workshops and scheduling of meetings for the School
- 10 Taking charge of office documents, equipment and files by ensuring safety and confidentiality.
- 11 Supervising and guiding junior staff in the School.
- 12 Implementing and continually improving the ISO quality standards and requirements.
- 13 Advising students
- 14 Ensuring Safe Custody of all Legal documents/instruments of the University and confidential Information/documents
- 15 Maintaining an itinerary
- 16 Preparation of the day's Agenda.
- 17 Attending to visitors/clients.
- 18 Management of office protocol and supervision of junior staff.
- 19 Data Processing.
- 20 Preparation of incoming and outgoing mails.
- 21 Responding to incoming and outgoing calls.
- 22 Managing office records, forms control and ensuring security of office records, equipment and documents.
- 23 Replying correspondences.

4. Mumias Sugar Company

Worked in Mumias Sugar Company as a secretary on Contract basis in fleet management section, Security, Recruitment and Training centre.

Duties and Responsibilities

- 1 Preparation of the day's Agenda
- 2 Preparation of incoming and outgoing mails
- 3 Responding to incoming calls

- 4 Making trunk calls
- 5 Filing and indexing
- 6 Managing office records and forms control
- 7 Handling clients
- 8 Replying letters
- 9 Booking appointments and making itinerary
- 10 Performing general tasks of the office
- 11 Maintaining security of confidential documents

SEMINAR AND CONFERENCES ATTENDED

- 1) University Council Retreat on Strategic Planning Management
- 2) Performance Contracting training
- 3) MMUST Secretarial Seminar on the Role of a Secretary, Culture and Change Management.
- 4) Several Secretarial Management Conferences see (Attachments)

REFEREES:

1. Prof. Thomas Sakwa
Ag. Registrar
Masinde Muliro University of Science & Technology
Dean, School of Natural Sciences
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2. Dr. Joseph Owino
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Dean, School of Natural Sciences
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3. Prof. G. Nguka
Department of Nutritional Sciences
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4. Dr. S. Konyole
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