

**FULL CURRICULUM VITAE FOR NELLY RACHEL AKOTH OTIENO
(SECRETARY)**



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Town: Maseno

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Date of birth: 16th May, 1986

Age: 33

Nationality: Kenyan

Gender: Female

National ID: 28410758

Objectives.

- To be chosen for a position so as to broaden my knowledge and experience and get an entry level in the field that will challenge me.
- To be able to work in a position where I am able to utilize my skills and abilities effectively, learning and growing with the Institution in the process.

Career Profile

- A result oriented, creative and practical team player who strives for excellence in assigned tasks.

| Qualification | | |
|---|---|-------------|
| Level of Learning | Institution | Year |
| Diploma in Information and Technology (Credit) | KCA UNIVERSITY | 2012 |
| Certificate in Information Technology (Credit) | KCA UNIVERSITY | 2011 |
| Proficiency Certificate | Maseno University (MIT Centre) | 2007 |
| Kenya Certificate of Secondary Education (KCSE) | Sinaga Girls Secondary School | 2006 |
| Kenya Certificate of Primary Education (KCPE) | Ng'iya Girls Boarding Primary School | 2002 |

| Work Experience | | |
|--------------------------------------|--|-----------------------|
| Institution | Position | Year |
| Maseno University (Term Contract) | Secretary | March 2013 to date |
| Music Copyright Society of Kenya | Marketing Assistant Licensing Officer | 2008-2010 |

| Personal Attributes |
|---|
| <ul style="list-style-type: none"> ▪ Team player. ▪ Disciplined. ▪ Responsible and hardworking. ▪ Flexible in working environments. ▪ Can work under pressure and with minimal supervision. ▪ Attention to detail. ▪ Trustworthy. ▪ Committed and reliable. |

| Extra-curricular Activities |
|---|
| <ul style="list-style-type: none"> • Sports – Handball and Hockey. • Hobbies – reading, meeting new people and friends. |

