

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)



Name of Staff: Mr. Charles K. Mugo

Designation/Rank: Clerk

Department: Registrar (Academic Affairs)

Email: cmugo@laikipia.ac.ke

A Educational Background/Qualification

1. Bachelor of Business Leadership, Pan Africa Christian University, Kenya (Ongoing)
2. Diploma in Entrepreneurship Management, Pan Africa Christian University, Kenya (2017)
3. Certificate in Business Management, Laikipia University, Kenya (2018)

B Brief Auto-biography

Charles Mugo is a self-driven and hardworking who works with minimal supervision. He is passionate about his job which includes filing and does it with accuracy and commitment.

He provides information to the public either personally or by telephone concerning work related issues in the office. He is always involved in the preparation of reports and handling of correspondence in the office. He has excellent analytical and problem-solving skills developed through experience. He is knowledgeable in individual and team-work development and use of computer application software.

C Work Experience

1. Maintains complex filing systems.
2. Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.