

GRADUATE SCHOOL



Name of Staff: Naomi Wanjiru Mugambi

Designation/Rank: Senior Administrative Assistant

Department/School: Graduate School

Email: nmugambi@laikipia.ac.ke

A. Educational Background/Qualification

1. Bachelor of Business Administration (Human Resource Option), Kenya Methodist University, Kenya
2. Kiambu Institute of Science and Technology (1989)
3. Typewriting, Stage II (50 w.p.m)
4. Shorthand, Stage II (80 w.p.m.)
5. Business English, Stage III
6. Commerce, Stage II
7. Audio typewriting, Stage III
8. KCSE: Endarasha Secondary School, Nyeri, Div. II (25 points) (1985)
9. CPE: Kinyaiti Primary School, Nyeri, (28 points) (1981)

B. Brief Auto-biography

Naomi is a highly motivated and results-driven administrator with over 10 years of experience in the industry. She has a proven track record of organizing meetings successfully, writing reports and executing decisions arrived at in meetings. Naomi is passionate about building strong and harmonious relationships with colleagues and clients and is always looking for ways to exceed their expectations.