

# WILSON WAWERU NGIGI

## RESUME

### PERSONAL DETAILS

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Gender	Male
Date of Birth	30 <sup>th</sup> September 1990
Marital Status	Single
Nationality	Kenyan
Languages	English, Kiswahili
Address	P.O. Box 3303 00200 Nairobi Kenya
Telephone	+254 719 302947 OR 0775248143
Email	<a href="mailto:waweruwilson70@gmail.com">waweruwilson70@gmail.com</a>

### CAREER OBJECTIVE

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- ✓ Management of reported child abuse cases
- ✓ Conduct social enquiries on children related issues
- ✓ Prepare monthly and quarterly reports for the department
- ✓ Assist in the inspection of children's homes and reporting the same
- ✓ Ensure accurate data management system of case and efficient record keeping of implemental activities
- ✓ Perform duties as per work plans and ensure timely completion of planned activities

### PERSONAL PROFILE

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Wilson Waweru is hardworking, honest, and has a strong commitment to responsibilities. He is outgoing and a strong team leader. His diverse working experience has exposed him to different capacities and refined his ability to work with people from different cultural and racial background. He is a natural leaders having been a prefect in primary and secondary school and a game captain at secondary school. He has been a member of youth choir and has participated in drama and music festivals.

### EDUCATION BACKGROUND

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**Railway Training Institute (RTI), Nairobi (July 2013-July 2014):** Graduated with Credit in **Diploma in Community Development and Social Work.** Subjects covered includes: -

✓ Community Leadership	✓ Social Transformation
✓ Resources mobilization & Project Management	✓ Community Development Methodology
✓ Community Concern	✓ Statistics
✓ Gender	✓ Legal Aspects, Advocacy and Lobbying

**Railway Training Institute (RTI), Nairobi (Sep 2012- July 2013):** Graduated with Credit in **Certificate in Community Development and Social Work.** Subjects covered includes: -

✓ Sociology, Research methods and communication skills	✓ Community health, human growth and development
✓ Law, History and Government	✓ Social work methods, Social policy and administration
✓ Kiswahili	

**Railway Training Institute (RTI), Nairobi (February 2014):** Graduate with a **Certificate in INFORMATION Communication Technology.** Subjects covered includes: -

✓ Introduction to ICT	✓ MS-PowerPoint
✓ MS-Word	✓ MS-Access
✓ MS-Excel	✓ Security

**Davelatsia Institute of Technology**, Nairobi (Sep – Nov 2011): Graduate with a **Certificate in Computer Packages**. Course content includes: -

✓ Introduction to Computer	✓ Microsoft (Windows, Word, Excel, Access, PowerPoint, Publisher)
✓ Internet (E-mail)	✓ MS-Access

**Komothai Boys High School** (2007-2010): Graduated with **Kenya Certificate of Secondary Education (KCSE)**. Attained mean grade of C Minus(C-)

**Arap Moi Primary School** (1995-2006): Graduated with **Kenya Certificate of Primary Education (KCPE)**.

### ***ST JOHNS HOSPITAL HRIO / ADMIN ASSISTANT 5<sup>TH</sup> DECEMBER 2016 TO DATE***

#### ***DUTIES***

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- Assist patients with NHIF registration
- Update and maintain patients' health records
- Process NHIF claims and major procedure pre – auths
- Schedule and coordinate appointments
- Process insurance claims in compliance with law requirements
- Use medical software to support all transactions
- Manage receivable and payable accounts and maintain financial records
- Answer patients' queries and ensure quality customer service
- Collaborate with doctors and nurses to help with, clinics, schedule tests and order supplies
- Ensure compliance with procedures
- Keep up-to-date with changes in medical and insurance legislation

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#### ***WORKING EXPERIENCE***

##### ***HRIO IMA WORLD HEALTH 1<sup>ST</sup> NOVEMBER 2015 (USAID AFYA JIJINI PROJECT) TO 30<sup>TH</sup> NOVEMBER 2016.***

- ✓ Design and review monitoring and evaluation tools used by the program sector in data.
- ✓ Participate in data reconstruction
- ✓ Participate regular data review meetings.
- ✓ Updating the EMR at the facility level
- ✓ Training and mentor facility staff
- ✓ Develop and maintain health records infrastructure for routine patient management, quality improvement and reporting
- ✓ Registration of patients and inputting their demographic details in the system

- ✓ Filing patients medical records files as per the straight Numeric filing system
- ✓ Filing laboratory reports and radiological films in the patient files
- ✓ Preparing new medical records files and retrieval of the same (prior to clinic visits)
- ✓ Ensure health facility data is correctly entered I the relevant HMIS
- ✓ Participate in data reconstruction and entry
- ✓ Participate in data reviews including periodical DQAs
- ✓ Enter data into the MOH/Integrated DHIS2 database and DATIM
- ✓ Carry out data validation checks to ensure that this facility based data fits all the 12 compendium of data quality
- ✓ Perform data quality checks on regular schools and ensure the complete accurate facility status report is uploaded and reflected in DH2 platform
- ✓ Conduct basic data analysis and generate routine (monthly and quarterly) data synthesis reports for sharing with MOH/SCHMT and AFYA JIJINI
- ✓ Participate in identifying training needs and capacity building for district and provincial Health teams, project staff and partners
- ✓ Provide support for data collection, analysis, dissemination and use among county health partners by running DHIS2 customised report and dash boards.

Identify and immediately notifying the M&E technical officer and the DDIU technical advisor of any issues with incorrect /questionable data

**PATHFINDER INTERNATIONAL**

**USAID Nairobi- Coast Health Services Project (JULY 2015 TO SEP 30)**

**ROVING HEALTH RECORD INFORMATION OFFICER (HRIO)**

#### **Key responsibilities**

- ✓ Enter data into the MOH/Integrated DHIS2 database
- ✓ Carryout data validation checks to ensure that this facility based data fits all the 12 compendium of data quality
- ✓ Perform data quality checks on regular schools and ensure the complete accurate facility status report is uploaded and reflected in DH2 platform
- ✓ Conduct basic data analysis and generate routine (monthly and quarterly) data synthesis reports for sharing with MOH/SCHMT and APHIAplus
- ✓ Participate in identifying training needs and capacity building for district and provincial Health teams, project staff and partners
- ✓ Provide support for data collection, analysis, dissemination and use among county health partners by running DHIS2 customised report and dash boards.
- ✓ Identify and immediately notifying the M&E technical officer and the DDIU technical advisor of any issues with incorrect /questionable data
- ✓ Ensure that appropriate data tools are available.
- ✓ Ensure that project data tallies with district data

- ✓ Maintain regular systematic data tracking
- ✓ Carrying the ART adherence survey

**AGENCY FOR DEVELOPMENT AND ENTERPRISE (ADEL)  
PROJECT SUPERVISOR REPORTING TO MANAGING DIRECTOR (JULY 2013 TO JUNE 30 2015)**

**ADEL** is a property development, management and consulting firm providing specialized services in finances, business management, institutional development, property sourcing and development. The company took Wilson on board for his Diploma Course attachment in July 2013 and has since developed him as one of the project supervisors owing to his integrity, leadership and team management capabilities. Wilson has since supervised over 5 construction site from the foundation to completion

**Key Responsibilities and Achievements includes: -**

- ✓ Recruitment and management of construction staff in coordination with the Foreman.
- ✓ Manage the daily construction staff register and using the same to compile periodical project progress reports and staff performance
- ✓ Manage construction staff login and tabulation of their remunerations
- ✓ Handle cash from the office and payments of all the construction staff
- ✓ Procurement of construction materials ensuring the right quantity and quality
- ✓ Management of construction store including receiving of goods and issuing the same.
- ✓ Coordinate the security of the staff and materials at the construction site.
- ✓ Report any incidences to the foreman for action and escalate the same to the MD as need be
- ✓ Handle disciplinary cases of all the casuals with the Foreman and escalate the same as need be to the senior management for further actions
- ✓ Daily, weekly and other periodical site reports to the senior management
- ✓ Management of consumables including water and electricity making all the necessary follow-up on their installations and settlement of the bills
- ✓ Part of the senior management team in the periodical assessment of the projects progress and coordination of the handover ceremonies of the completed projects
- ✓ Induction and training of new project recruits
- ✓ managing new construction workers on electrical Installations
- ✓ Advocacy initiatives for the children's rights with the relevant authority and government ministries

**KAJIADO NORTH DISTRICT CHILDREN OFFICE  
INTERN-SOCIAL WORKER (SEP-DEC 2012)**

**Key Responsibilities and Achievements includes: -**

- ✓ Management of reported child abuse cases
- ✓ Conduct social enquiries on children related issues
- ✓ Prepare monthly and quarterly reports for the department
- ✓ Assist in the inspection of children's homes and reporting the same
- ✓ Ensure accurate data management system of case and efficient record keeping of implemental activities
- ✓ Perform duties as per work plans and ensure timely completion of planned activities

**HOBBIES**

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- ↳ Environmental conservation
- ↳ Solving Conflicts
- ↳ Reading
- ↳ Travelling
- ↳ Socialization and Community training
- ↳ Community development activities and volunteering
- ↳ Construction and repairs

## **REFEREES**

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ANN NGUGI  
HOSPITAL IN-CHARGE  
ST JOHNS HOSPITAL LTD  
Cell:0721611507  
Email: [davidann63@gmail.com](mailto:davidann63@gmail.com)

Jacinta M Mutie  
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Limuru  
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**KNEC**

N.B. This is not a certificate. (See reverse)



**THE KENYA NATIONAL EXAMINATIONS COUNCIL**

**TECHNICAL EDUCATION EXAMINATIONS RESULT SLIP**

**KNEC**

401103/158 WAWERU WILSON

JULY 2013 SERIES

401103 RAILWAY TRAINING INSTITUTE I

2428 DIPLOMA IN SOCIAL WORK & COMMUNITY DEVELOPMENT (MODULE 11)

201 RESOURCE MOBILIZATION, FUNDRAISING & PROJECT MANAGEMENT  
202 RESOURCE MANAGEMENT HIV/AIDS  
203 ADVOCACY, LOBBYING & LEGAL ASPECTS IN SOCIAL DEVELOPMENT  
204 STATISTICS

RESULT: CREDIT

DATE PRINTED: 13/10/17: 11334022



T.E.E

T.E.E 0141197

This result slip is not a certificate. The Kenya National Examinations Council reserves the right to correct the information given on result slips which will be confirmed by the issue of certificates.

**THE KENYA NATIONAL EXAMINATIONS COUNCIL**  
**TECHNICAL EDUCATION EXAMINATIONS RESULT SLIP**

T.E.E



401103/320 WAMERU WILSON

JULY 2014 SERIES

401103 RAILWAY TRAINING INSTITUTE I

2428 DIPLOMA IN SOCIAL WORK & COMMUNITY DEVELOPMENT - MODULE 1117

GRADE

3 (THREE)

304 TRANSFORMATION & SOCIAL MARKETING  
305 COMMUNITY CONCERNS & DEVELOPMENT METHODOLOGIES  
306 GENDER DEVELOPMENT & COMMUNITY LEADERSHIP  
307 SOCIAL RESEARCH & ENTREPRENEURSHIP PROJECTS

3 (THREE)  
4 (FOUR)  
3 (THREE)

RESULT & CREDIT  
DATE PRINTED: 141104:10385322

T.E.E 0163960

# The Kenya National Examinations Council



## Craft Certificate

### IN TECHNICAL EDUCATION PROGRAMME (TEP)

This is to certify that the candidate named below sat for the Craft Certificate in TEP examination in the subjects named below and was awarded this Certificate. The candidate attained the grades shown below:

401103/082 WAWERU WILSON

401103 RAILWAY TRAINING INSTITUTE I

1410/2 CRAFT - CERTIFICATE IN SOCIAL DEVELOPMENT

SUBJECT	GRADE
201 SOCIAL DEVELOPMENT THEORY METHODS, POLICY & ADMIN.	4(FOUR)
202 LAW, HISTORY & GOVERNMENT	4(FOUR)
203 PROJECT DEVELOPMENT & MANAGEMENT, ECON. & ADMIN.	1(ONE)
204 HUMAN GROWTH, DEVELOPMENT & COMMUNITY HEALTH	4(FOUR)
205 SOCIOLOGY, RESEARCH METHODS & COMMUNICATION SKILLS	5(FIVE)
206 KISWAHILI	4(FOUR)
207 PROJECT	5(FIVE)

JULY 2012 SERIES

OVERALL RESULT: CREDIT

DATE PRINTED: 11-Nov-2013

Secretary  
Kenya National Examinations Council

This is a secure document using special paper and inks.  
Please hold it up to the light to verify that the word  
MITIHANI and the "GENUINE" embedded thread  
can be seen through the paper. This document is not  
valid without a hologram.



Chairman  
Kenya National Examinations Council

CC/TEP 0909004





# Railway Training Institute

## CERTIFICATE OF PARTICIPATION

*This is to certify that:*

*Waweru Wilson- RTI/11/01364*

*Has successfully completed a course in  
Information Communication Technology (ICT)*

*held at Railway Training Institute*

*from 06-02-2012 to 17-02-2012*

*The course content included: -*

- *Introduction to ICT, Computer Systems and Operating Systems*
- *Introduction to MS Office*
- *Word processing - MS Word and Spreadsheet - MS Excel*
- *Introduction to MS PowerPoint*
- *Computer Security, Networks, Internet and Emerging Trends*

*Certificate No.*

*RTI/2012/099*

*Head of Department*

*Date:*

*20/2/12*

*Director*



# DAVELATSIA INSTITUTE OF TECHNOLOGY

## CERTIFICATE

*This is to Certify that*

WILSON WAWERU

has successfully completed the packages named  
hereunder having satisfactorily satisfied the board of  
examiners and is qualified for the award of this certificate

### Course

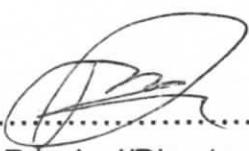
Introduction to Computers  
Microsoft Windows  
Microsoft Word  
Microsoft Excel  
Microsoft Access  
Microsoft PowerPoint  
Microsoft Publisher  
Internet (Email)

### Grade

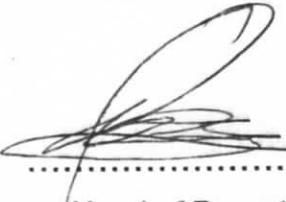
Credit  
Distinction  
Credit  
Pass  
Pass  
Credit  
Credit  
Higher Distinction

Date of Registration Sept 2011.....Completion Date 30th Nov, 2011

This 5th February 2012

  
.....  
Principal/Director



  
.....  
Head of Department

Cert. No. 00020

THIS CERTIFICATE WAS ISSUED WITHOUT ANY ALTERATIONS WHATSOEVER



# RAILWAY TRAINING INSTITUTE

Telephone 020 2378397/8

Email: [training@rti.ac.ke](mailto:training@rti.ac.ke)

All enquiries must be addressed to the Director

P.O. BOX 42226-00100  
NAIROBI

## END OF COURSE EXAMINATION RESULT SLIP

NAME: WAWERU WILSON

ADM. No: RTI/11/01364

DEPARTMENT: BUSINESS MANAGEMENT

COURSE: DIPLOMA IN SOCIAL WORK & COMMUNITY DEVELOPMENT

MODULE III – COMMUNITY DEVELOPMENT OPTION

EXAMINATION SERIES: JULY 2014

CODE	SUBJECT	GRADE
301	TRANSFORMATION & SOCIAL MARKETING	5
302	COMMUNITY CONCERNS & DEVELOPMENT METHODOLOGIES	4
303	GENDER DEVELOPMENT & COMMUNITY LEADERSHIP	4
Overall Grade		4.3

OVERALL RESULTS: PASS

### KEY TO THE GRADING SYSTEM

REMARK	DISTINCTION		CREDIT		PASS		REF	FAIL
MARKS	100-90	89-80	79-70	69-60	59-50	49-40	39-35	Below 35
GRADE	1	2	3	4	5	6	7	8

HEAD FACULTY OF BUSINESS MANAGEMENT  
HOSPITALITY & LOGISTICS

DATE -----

*Dave*  
4/11/14

ACADEMIC REGISTRAR

DATE 10/11/14

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This document has been issued without any alteration whatsoever

RTI IS ISO 9001:2008 CERTIFIED



KNEC

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**THE KENYA NATIONAL EXAMINATIONS COUNCIL**  
**TECHNICAL EDUCATION EXAMINATIONS RESULT SLIP**

KNEC



T.E.E

401103/092 WAWERU WILSON

JULY 2012 SERIES

401103 RAILWAY TRAINING INSTITUTE I  
1410 CRAFT - CERTIFICATE IN SOCIAL DEVELOPMENT

	GRADE
201 SOCIAL DEVELOPMENT THEORY METHODS, POLICY & ADMIN.	4 (FOUR)
202 LAW, HISTORY & GOVERNMENT	4 (FOUR)
203 PROJECT DEVELOPMENT & MANAGEMENT, ECON. & ADMIN.	1 (ONE)
204 HUMAN GROWTH, DEVELOPMENT & COMMUNITY HEALTH	4 (FOUR)
205 SOCIOLOGY, RESEARCH METHODS & COMMUNICATION SKILLS	5 (FIVE)
206 KISWAHILI	4 (FOUR)
207 PROJECT	5 (FIVE)

RESULT: CREDIT

DATE PRINTED: 12/11/09; 08450622

T.E.E

0094536

JAMHURI YA KENYA

REPUBLIC OF KENYA

SERIAL NUMBER 243952920

ID NUMBER 28828967

FULL NAMES

WILSON WAWERU NGIGI

DATE OF BIRTH

01.01.1990

SEX

MALE

DISTRICT OF BIRTH

KAJIADO CENTRAL

PLACE OF ISSUE

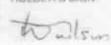
KASARANI

DATE OF ISSUE

13.12.2016



HOLDER'S SIGN

A handwritten signature in black ink, appearing to read "Wilson Waweru Ngigi".

DISTRICT  
KAIJADO NORTH  
DIVISION  
ONGATA RONGAI  
LOCATION  
NKAIMURUNYA  
SUB-LOCATION  
OLKERI



PRINCIPAL REGISTRAR'S SIGN: *John Doe*

T0239751250

IDKYA2439529208<<3432<<<<4741  
9001011M1612136<B028828967H<<0  
WILSON<WAWERU<NGIGI<<<<<<<<