

# WILSON WAWERU NGIGI

## RESUME

### PERSONAL DETAILS

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 [waweruwilson70@gmail.com](mailto:waweruwilson70@gmail.com)

### CAREER OBJECTIVE

- ✓ 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

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

**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***

- 
- 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
- 

### ***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 in 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)**

**MOVING 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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HOSPITAL IN-CHARGE  
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**THE KENYA NATIONAL EXAMINATIONS COUNCIL**  
**TECHNICAL EDUCATION EXAMINATIONS RESULT SLIP**



T.E.E

401103/158 MAWERU WILSON

JULY 2013 SERIES

401103 RAILWAY TRAINING INSTITUTE I

2428 DIPLOMA IN SOCIAL WORK & COMMUNITY DEVELOPMENT-(MODULE II)

201 RESOURCE MOBILIZATION, FUNDRAISING & PROJECT MANAGEMENT

202 RESOURCE MANAGEMENT HIV/AIDS

203 ADVOCACY, LOBBYING & LEGAL ASPECTS IN SOCIAL DEVELOPMENT

204 STATISTICS

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

RESULT: CREDIT

DATE PRINTED: 13/11/07: 11334022

**KNEC**

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

TEE 0141197

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



T.E.E

401103/320 WAMBUU WILSON

JULY 2014 SERIES

401103 RAILWAY TRAINING INSTITUTE I

2426 DIPLOMA IN SOCIAL WORK & COMMUNITY DEVELOPMENT--(MODULE III)

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

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

DATE PRINTED: 14/11/2014 10:38:53Z  
RESULT: CREDIT

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



Chairman  
Kenya National Examinations Council

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CC/TEP 0909004



(See overleaf for conditions of issue)





# Railway Training Institute

## CERTIFICATE OF PARTICIPATION

*This is to certify that:*

*Waweru Wilson- RTI/11/01364*

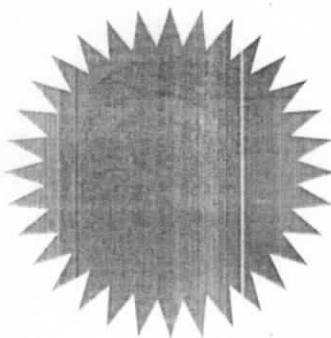
*Has successfully completed a course in  
Information Communication Technology (ICT)*

*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.

RTI2012/099

Date:

20/2/12  
DIRECTOR  
RAILWAY TRAINING INSTITUTE  
Nairobi  
42220-00100

Head of Department

Director

HOD ICT  
LIBRARY SECTION



# 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

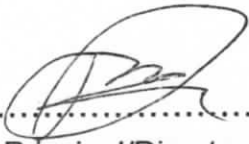
Introduction to Computers  
Microsoft Windows  
Microsoft Word  
Microsoft Excel  
Microsoft Access  
Microsoft PowerPoint  
Microsoft Publisher  
Internet (Email)

### Grade

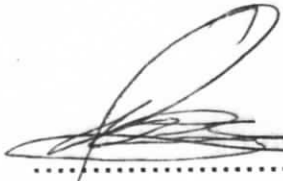
Credit  
Distinction  
Credit  
Pass  
Pass  
Credit  
Credit  
Higher Distinction

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

*[Signature]*  
DATE 4/11/14

ACADEMIC REGISTRAR

*[Signature]*  
DATE 10/11/14

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**TECHNICAL EDUCATION EXAMINATIONS RESULT SLIP**



T.E

401103/092 WAMERU WILSON

JULY 2012 SERIES

401103 RAILWAY TRAINING INSTITUTE I

1410 CRAFT - CERTIFICATE IN SOCIAL DEVELOPMENT

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

RESULT: CREDIT

DATE PRINTED: 121109:08450622

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

KNEC

T.E

0094586

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

*Wilson*



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



PRINCIPAL REGISTRAR'S SIGN

T0239751250

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