



THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Higher Diploma	SECRETARIAL MANAGEMENT	TUK(Kenya)	2008
Certificate	Secretariat Management Training	Kenya Institute of Administration(Kenya)	2009
Certificate	Kenya Business Education	Blanes Secretarial College(Kenya)	2006
Certificate	Secretarial studies	Rift Valley Training Institute(Kenya)	1995
Short Course/ Training	Management Development Programme For Executive assistants	Eastern And Southern African Management Institute(Kenya)	2006

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
01/07/2015 - TO DATE	TECHNICAL UNIVERSITY OF KENYA	assistant executive Secretary
2013 - 2015	NATIONAL POLICES SERVICE	OFFICE ADMIN: