



# THE TECHNICAL UNIVERSITY OF KENYA

Haile Selassie Avenue, P.O. Box 52428, Nairobi, 00200, Tel +254(020) 343672, 2249974, 2251300, 341639

Fax 2219689, Email: vc@tukenya.ac.ke, Website: www.tukenya.ac.ke

NAME: MRS JOYCE N MUINDI

Current Designation:	Administrative Assistant, SCHOOL OF BIOLOGICAL AND LIFE SCIENCES (SBLs)
Office Telephone:	+254(020) 2219929, 3341639, 3343672
Official Email:	joyce muindi@tukenya.ac.ke
Consultation Hours:	8AM-5PM MON - FRI



## EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Certificate	ARCHIVES AND RECORDS MANAGEMENT	THE KENYA POLYTECHNIC(Kenya)	1988
Short Course/ Training	RECORDS MANAGEMENT PROGRAMME	EASTERN AND SOUTHERN AFRICAN MANAGEMENT INSTITUTE(Tanzania)	1996
Short Course/ Training	DATA BASE MANAGEMENT USING dBASE III PLUS	THE KENYA POLYTECHNIC(Kenya)	1992
Short Course/ Training	FILLING FOR EFFICIENCY	THE KENYA POLYTECHNIC(Kenya)	1991
O level/Equivalent	KENYA CERTIFICATE OF EDUCATION	MUA HILLS SECONDARY SCHOOL(Kenya)	1981

## WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
1983 - to date	Technical university of kenya	admin assistant