



THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Certificate	MANAGEMENT	THE KENYA INSTITUTE OF MANAGEMENT(Kenya)	2018
Certificate	TYPEWRITING I (130 WPM)	AVENUE SECRETARIAL COLLEGE(Kenya)	2003
Certificate	COMMERCE I	EAST AFRICA COMMERCIAL COLLEGE(Kenya)	2000
Certificate	BUSINESS ENGLISH I	EAST AFRICA COMMERCIAL COLLEGE(Kenya)	2000
Short Course/ Training	COMPUTER PARKAGES	ALLCOUNTRY COMPUTER COLLEGE(Kenya)	2005
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	ST MARTINS(Kenya)	1998

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
2008 - 2009	MAINFLOW INSURANCE AGENCY	SECRETARY
2007 - 2008	STEP-Z INSURANCE AGENCY	SECRETARY
2006 - 2007	University of Nairobi	CASUAL WORKER
2004 - 2006	WANJOKA ENTERPRISES	SECRETARY