



THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Certificate	SECRETARIAL STUDIES	KIANDA SECRETARIAL COLLEGE(Kenya)	1991
Certificate	KACE(A)LEVELS	TIGOI GIRLS(Kenya)	1987
Short Course/ Training	COMPUTER TRAINING,MS WORD/EXCEL AND PAGEMAKER	PROVINCIAL UNIT OF RESEARCH ANGLICAN CHURCH(Kenya)	2010
Short Course/ Training	INTRODUCTION TO AGED CARE WORK	EDUCATION TRAINING AND EMPLOYMENT(Australia)	2005
O level/Equivalent	KCSE(O)LEVELS	ARYA GIRLS(Kenya)	1985

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
2011 - To Date	Technical University of Kenya	ASSISTANT SECRETARY(SABE)
2009 - 2011	MENYA ASSOCIATES AND CERTIFIED PUBLIC ACCOUNTANTS	ADMINISTRATIVE SECRETARY
2007 - 2009	ROSSANA VIEWS	PERSONAL CARE WORKER/STAND IN ADMIN ASSISTANT
2005 - 2007	AUSTIN HOSPITAL	CARE PATIENT OBSERVER
1995 - 2005	ACK LANGUAGE SCHOOL	ADMINISTRATIVE SECRETARY/RECEPTIONIST
1992 - 1993	STANDARD CHARTERED BANK	ADMINISTRATIVE ASSISTANT