



THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Masters of Science (M.Sc.)	HUMAN RESOURCE MANAGEMENT	JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY(Kenya)	2017
Bachelor of Arts (BA)	BUSINESS ADMINISTRATION(HUMAN RESOURCE MANAGEMENT OPTION)	KENYA METHODIST UNIVERSITY(Kenya)	2014
Diploma	TECHNICAL EDUCATION(SECRETARIAL)	KENYA TECHNICAL TEACHERS COLLEGE(Kenya)	2010
Diploma	SECRETARIAL STUDIES	GUSII INSTITUTE OF TECHNOLOGY(Kenya)	2009
Certificate	KCPE	MATOBO(Kenya)	1998
Short Course/ Training	SHORTHAND III(120 WPM)	KNEC(Kenya)	2012
Short Course/ Training	HIV/AIDS ATTITUDE TRAINING	KENYA TECHNICAL TEACHERS COLLEGE(Kenya)	2009
Short Course/ Training	MICRO COMPUTER APPLICATION PACKAGES	EGERTON UNIVERSITY(Kenya)	2007
Short Course/ Training	MICRO COMPUTER APPLICATION PACKAGES	TECHNOLOGY FRONTIERS(Kenya)	2007
Short Course/ Training	MS POWER POINT,PUBLISHER,PAGEMAKER,FRONT PAGE,COREL DRAW,INTERNET,QUICKBOOKS	ST ANNS COLLEGE(Kenya)	2007
O level/Equivalent	KCSE	MERCY GIRLS SEC SCHOOL(Kenya)	2002

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
2017 - To Date	Technical University of Kenya	SENIOR SECRETARY
JULY 2005 - OCT 2005	MINISTRY OF LANDS AND PHYSICAL PLANNING	SECRETARY
JAN 2008 - NOV 2008	TOP RANK COLLEGE OF PROFESSIONALS	SECRETARY TEACHER
JAN 2010 - MARCH 2010	NATIONAL YOUTH SERVICE	SECRETARIAL TEACHER
JAN 2009 - DEC 2009	AVANT TECHNOLOGIES	SECRETARY
OCT 2005 - DEC 2005	KENYA TEA PACKERS	SECRETARY
JAN 2003 - DEC 2003	ELAND ACADEMY	CLERK
2011 - 2014	Technical University of Kenya	SECRETARY
2010 - 2011	USAID LEAD PROJECT	ADMINISTRATIVE ASSISTANT-DATA ENTRY CLERK

PROFESSIONAL AFFILIATIONS AND SOCIETIES

TITLE	INSTITUTION
FULL MEMBER	INSTITUTE OF HUMAN RESOURCE MANAGEMENT