



THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Diploma	MANAGEMENT- HUMAN RESOURCE MANAGEMENT OPTION	KENYA INSTITUTE OF MANAGEMENT(Kenya)	2013
Certificate	MANAGEMENT- HUMAN RESOURCE MANAGEMENT OPTION	KENYA INSTITUTE OF MANAGEMENT(Kenya)	2012
Short Course/ Training	TYPEWRITING III	WESTFORD INTERNATIONAL TRAINING CENTRE(Kenya)	2018
Short Course/ Training	SHORTHAND III	WESTFORD INTERNATIONAL TRAINING CENTRE(Kenya)	2018
Short Course/ Training	POWER POINT	INNOVATE SYSYEMS INSTITUTE(Kenya)	2010
Short Course/ Training	OFFICE APPLICATION PACKAGES(MS EXCEL 2007)	STARNET COLLEGE(Kenya)	2009
Short Course/ Training	SHORT HAND II(80 WPM)	KIANDA SECRETARIAL COLLEGE(Kenya)	1994
Short Course/ Training	OFFICE MANAGEMENT III	KIANDA SECRETARIAL COLLEGE(Kenya)	1994
Short Course/ Training	WORD PROCESSING	PITMAN EXAMINATION INSTITUTE(United Kingdom)	1994
Short Course/ Training	TYPEWRITING II	KIANDA SECRETARIAL COLLEGE(Kenya)	1994
Short Course/ Training	BUSINESS ENGLISH III	KIANDA SECRETARIAL COLLEGE(Kenya)	1993
Short Course/ Training	OFFICE PRACTICE II	KIANDA SECRETARIAL COLLEGE(Kenya)	1993
Short Course/ Training	COMMERCE II	KIANDA SECRETARIAL COLLEGE(Kenya)	1993

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
2011 - TO DATE	THE TECHNICAL UNIVERSITY OF KENYA	ASSISTANT SECRETARY
January 2011 - September 2011	Egis Kenya Ltd.	Secretary
January 1999 - December 2009	Programme for Christian-Muslim Relations in Africa	Administrative Assistant
October 1994 - December 1998	Programme for Christian-Muslim Relations in Africa	Secretary
January 2010 - August 2010	TNS RMS Kenya	Data Entry Clerk