THE TECHNICAL UNIVERSITY OF KENYA

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Consultation Hours:	8AM-5PM MON - FRI

EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Bachelor of Technology (B.Tech)	OFFICE ADMINISTRATION AND TECHNOLOGY	THE TECHNICAL UNIVERSITY OF KENYA(Kenya)	2019
Higher Diploma	SECRETARIAL MANAGEMENT	DYNAMIC INSTITUTE OF MANAGEMENT AND ACCOUNTANCY(Kenya)	2015
Certificate	TYPEWRITING III (50 WPM)	SKYNET BUSINESS COLLEGE(Kenya)	2015
Certificate	SHORTHAND III (120 WPM)	SKYNET BUSINESS COLLEGE(Kenya)	2015
Certificate	TYPEWRITING II (40 WPM)	CHURCH ARMY COMMUNITY CENTRE(Kenya)	2014
Certificate	SHORTHAND III (100 WPM)	CHURCH ARMY COMMUNITY CENTRE(Kenya)	2014
Certificate	OFFICE MANAGEMENT III	CHURCH ARMY COMMUNITY CENTRE(Kenya)	2013
Certificate	SECRETARIAL DUTIES II	CHURCH ARMY COMMUNITY CENTRE(Kenya)	2013
Certificate	SHORTHAND I (60 WPM)	INTRAGLOBAL TRAINING INSTITUTE(Kenya)	2012
Certificate	SHORTHAND II (80 WPM)	INTRAGLOBAL TRAINING INSTITUTE(Kenya)	2012
Certificate	BUSINESS ENGLISH III	INTRAGLOBAL TRAINING INSTITUTE(Kenya)	2011
Certificate	OFFICE PRACTICE II	INTRAGLOBAL TRAINING INSTITUTE(Kenya)	2010
Certificate	COMMERCE II	INTRAGLOBAL TRAINING INSTITUTE(Kenya)	2010
Certificate	TYPEWRITING I (30 WPM)	KENYA SCHOOL OF PROFESSIONAL STUDIES(Kenya)	2009
Certificate	BUSINESS ENGLISH II	KENYA SCHOOL OF PROFESSIONAL STUDIES(Kenya)	2009
Certificate	COMMERCE I	KENYA SCHOOL OF PROFESSIONAL STUDIES(Kenya)	2009
Certificate	BUSINESS ENGLISH I	KENYA SCHOOL OF PROFESSIONAL STUDIES(Kenya)	2008
Certificate	OFFICE PRACTICE I	KENYA SCHOOL OF PROFESSIONAL STUDIES(Kenya)	2008
Short Course/ Training	COMPUTER APPLICATIONS	ARKNET COMPUTER CENTRE(Kenya)	2009
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	STAR SHEIKH ACADEMY(Kenya)	2003

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
2010 - TO DATE	TUK	SECRETARIAL ASSISTANT