THE TECHNICAL UNIVERSITY OF KENYA

 $Haile\ Selassie\ Avenue,\ P.O.\ Box\ 52428,\ Nairobi,\ 00200,\ Tel\ +254(020)\ 343672,\ 2249974,\ 2251300,\ 341639$

Fax 2219689, Email: vc@tukenya.ac.ke, Website: www.tukenya.ac.ke

NAME: MRS JARSO KULA Current Designation: Assistant Secretary, PROPERTY AND FACILITIES MANAGEMENT Office Telephone: +254(020) 2219929, 3341639, 3343672 Official Email: jarso.kula@tukenya.ac.ke Consultation Hours: 8AM-5PM MON - FRI

EDUCATION					
LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR		
Diploma	COMPUTERISED SECRETARY	KENYA COLLEGE OF COMMERCE & HOSPITALITY(Kenya)	2006		
Diploma	BUSINESS ADMINISTRATION	KENYA COLLEGE OF COMMERCE(Kenya)	2006		
Certificate	COMMERCE I	DYNAMIC INSTITUTE OF MANAGEMENT AND ACCOUNTANCY(Kenya)	2002		
Certificate	OFFICE PRACTICE I	DYNAMIC INSTITUTE OF MANAGEMENT AND ACCOUNTANCY(Kenya)	2002		
Short Course/ Training	COMPUTER PACKAGES	SOFTGLOBE TRAINING INSTITUTE(Kenya)	2012		
Short Course/ Training	OPERATING SYSTEM USING WINDOWS 98	DIMA COLLEGE(Kenya)	2001		
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	MOYALE GIRL'S SECONDARY SCHOO(Kenya)	1998		
KCPE/Equivalent	KENYA CERTIFICATE OF PRIMARY EDUCATION	GOLOLE PRIMARY SCHOOL(Kenya)	1994		

WORK EXPERIENCE			
PERIOD	INSTITUTION	POSITION	
16/6/2016 - TO DATE	TECHNICAL UNIVERSITY OF KENYA	CLERK	
AUGUST 2009 - JANUARY 2014	TOLLA INVESTMENT	DATA ENTRY CLERK	
AUGUST 2006 - JANUARY 2007	NEW DAWN GENERAL SUPPLIERS LTD	SECRETARY	