



THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Certificate	SHORTHAND III (110 WPM)	STRIVE AND EXCEL COMMERCIAL COLLEGE(Kenya)	2021
Certificate	SHORTHAND II (80 WPM)	KENYA NATIONAL EXAMINATIONS COUNCIL(Kenya)	2017
Certificate	TYPEWRITING III (50 WPM)	KENYA NATIONAL EXAMINATIONS COUNCIL(Kenya)	2016
Certificate	SHORTHAND I (60 WPM)	KENYA NATIONAL EXAMINATIONS COUNCIL(Kenya)	2015
Certificate	STORE-KEEPING I	CHURCH ARMY COMMUNITY CENTRE(Kenya)	2013
Certificate	BUSINESS ENGLISH II	NAIROBI INSTITUTE OF BUSINESS STUDIES(Kenya)	2008
Certificate	COMMERCE II	CHURCH ARMY COMMUNITY CENTRE(Kenya)	2008
Certificate	OFFICE MANAGEMENT III	NAIROBI INSTITUTE OF MANAGEMENT STUDIES(Kenya)	2008
Certificate	BUSINESS ENGLISH III	NAIROBI INSTITUTE OF BUSINESS STUDIES(Kenya)	2008
Certificate	SECRETARIAL DUTIES II	NAIROBI INSTITUTE OF BUSINESS STUDIED(Kenya)	2007
Certificate	TYPEWRITING II (40 WPM)	NAIROBI INSTITUTE OF BUSINESS STUDIES(Kenya)	2007
Certificate	TYPEWRITING I (30 WPM)	CHURCH ARMY COMMUNITY CENTRE(Kenya)	2004
Certificate	OFFICE PRACTICE I	CHURCH ARMY COMMUNITY CENTRE(Kenya)	2004
Certificate	OFFICE PRACTICE II	CHURCH ARMY COMMUNITY CENTRE(Kenya)	2004
Certificate	COMMERCE I	CHURCH ARMY COMMUNITY CENTRE(Kenya)	2004
Certificate	BUSINESS ENGLISH I	NAIROBI INSTITUTE OF BUSINESS STUDIES(Kenya)	2004
Short Course/ Training	COMPUTER OPERATOR	SISTERS OF MARY IMMACULATE(Kenya)	2005
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	KIAMBERE MIXED SECONDARY SCHOOL(Kenya)	2002
KCPE/Equivalent	CERTIFICATE OF PRIMARY EDUCATION	MARIMARI PRIMARY SCHOOL(Kenya)	1998

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
21/11/2016 - TO DATE	THE TECHNICAL UNIVERSITY OF KENYA	SECRETARIAL ASSISTANT
2005 - 2015	CARLILE COLLEGE CHURCH	RECEPTIONIST& EXAMS OFFICER