



THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Bachelor of Business Management (BBM)	OFFICE MANAGEMENT	JOMO KENYATTA UNIVERSITY OF AGRICULTURE & TECHNOLOGY(Kenya)	2012
Diploma	BUSINESS & OFFICE MANAGEMENT	KENYA SCHOOL OF PROFESSIONAL STUDIES(Kenya)	2008
Certificate	BUSINESS STUDIES	CITY & GUILDS(Kenya)	2005
Certificate	TYPEWRITING III (50 WPM)	CITY & GUILDS(Kenya)	2005
Certificate	ENGLISH FOR BUSINESS COMMUNICATIONS	CITY & GUILDS(Kenya)	2005
Certificate	OFFICE PROCEDURES	CITY & GUILDS(Kenya)	2005
Certificate	SHORTHAND II (80 WPM)	CITY & GUILDS(Kenya)	2005
Certificate	BOOK-KEEPING & ACCOUNTS	CITY & GUILDS(Kenya)	2004
Short Course/ Training	COMPUTER SOFTWARE APPLICATION PACKAGES	GRAFFINS COLLEGE(Kenya)	2005
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	NILE ROAD SECONDARY SCHOOL(Kenya)	2001
KCPE/Equivalent	KENYA CERTIFICATE OF PRIMARY EDUCATION	ST. MICHAEL(Kenya)	1997

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
FEB 2017 - TO DATE	THE TECHNICAL UNIVERSITY OF KENYA	EXECUTIVE SECRETARY
AUGUST, 2014 - MARCH,2016	MOUNT KENYA UNIVERSITY	ADMINISTRATION ASSISTANT
FEBRUARY, 2010 - AUGUST, 2014	INOORERO UNIVERSITY	Administrative Assistant
MARCH 2016 - 2017	STRATHMORE UNIVERSITY BUSINESS SCHOOL	OFFICE MANAGER