



# THE TECHNICAL UNIVERSITY OF KENYA

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## EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Diploma	HUMAN RESOURCE MANAGEMENT	THE MANAGEMENT UNIVERSITY OF AFRICA(Kenya)	2024
Diploma	SECRETARIAL ADMINISTRATION (PITMANS)	CAMBRIDGE SECRETARIAL COLLEGE(Kenya)	2000
Short Course/ Training	COMPUTER TRAINING	ROCKY COMPUTER COLLEGE(Kenya)	2000
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	NGARU GIRLS SEC SCHOOL(Kenya)	1997

## WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
August, 2008 - Sep, 2011	Peacemills Residential Home	Secretary
Feb, 2001 - March, 2007	Majestik Document Service	Secretary
April, 2004 - April, 2005	University of Botswana	Reliever Secretary