



THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Higher Diploma	SECRETARIAL MANAGEMENT	BEAM INTERNATIONAL TRAINING CENTRE KITENGELA(Kenya)	2021
Certificate	BUSINESS ENGLISH III	ST MARYS' SECRETARIAL COLLEGE(Kenya)	1999
Certificate	COMPUTER APPLICATIONS	ST MARYS' SECRETARIAL COLLEGE(Kenya)	1999
Certificate	PRINCIPLES OF ACCOUNTS I	ST MARYS' SECRETARIAL COLLEGE(Kenya)	1999
Certificate	TYPEWRITING III (50 WPM)	ST MARYS' SECRETARIAL COLLEGE(Kenya)	1999
Certificate	SHORTHAND III (100 WPM)	ST MARYS' SECRETARIAL COLLEGE(Kenya)	1999
Certificate	OFFICE PRACTICE II	ST MARYS' SECRETARIAL COLLEGE(Kenya)	1998
Certificate	COMMERCE II	ST MARYS' SECRETARIAL COLLEGE(Kenya)	1998
Certificate	SECRETATIAL DUTIES II	ST MARYS' SECRETARIAL COLLEGE(Kenya)	1998
Short Course/ Training	MICROSOFT OFFICE 2010	INSTITUTE OF ADVANCED TECHNOLOGY(Kenya)	2012
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	MUTHETHENI GIRLS' HIGH SCHOOL(Kenya)	1994
KCPE/Equivalent	KENYA CERTIFICATE OF PRIMARY EDUCATION	MITOCNE(Kenya)	1990

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
Jan, 2019 - TO DATE	THE TECHNICAL UNIVERSITY OF KENYA	SECRETARY