



# THE TECHNICAL UNIVERSITY OF KENYA

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## EDUCATION

<b>LEVEL</b>	<b>QUALIFICATION NAME</b>	<b>INSTITUTION</b>	<b>YEAR</b>
Certificate	SHORTHAND III (120WPM)	SITEMON COLLEGE OF PROFESSIONAL STUDIES(Kenya)	2014
Certificate	TYPEWRITING III (50 WPM)	SITEMON COLLEGE OF PROFESSIONAL STUDIES(Kenya)	2014
Certificate	OFFICE MANAGEMENT III	N Y S INSTITUTE OF BUSINESS STUDIES(Kenya)	2005
Certificate	BUSINESS ENGLISH III	N Y S INSTITUTE OF BUSINESS STUDIES(Kenya)	2005
Certificate	PERSONNEL MANAGEMENT III	N Y S INSTITUTE OF BUSINESS STUDIES(Kenya)	2005
Certificate	SECRETARIAL DUTIES II	N Y S INSTITUTE OF BUSINESS STUDIES(Kenya)	2004
Certificate	OFFICE PRACTICE II	N Y S INSTITUTE OF BUSINESS STUDIES(Kenya)	2004
Short Course/ Training	COMPUTER STUDIES	NATIONAL YOUTH SERVICE INSTITUTE OF BUSINESS STUDIES(Kenya)	2005
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	EMMINING SECONDARY SCHOOL(Kenya)	2000
KCPE/Equivalent	KENYA CERTIFICATE OF PRIMARY EDUCATION	POROR PRIMARY SCHOOL(Kenya)	1996

#### WORK EXPERIENCE

<b>PERIOD</b>	<b>INSTITUTION</b>	<b>POSITION</b>
Feb, 2019 - To Date	THE TECHNICAL UNIVERSITY OF KENYA	SECRETARY
March 2015 - February, 2018	Garissa University	SECRETARY