

THE TECHNICAL UNIVERSITY OF KENYA

 $Haile\ Selassie\ Avenue,\ P.O.\ Box\ 52428,\ Nairobi,\ 00200,\ Tel\ +254(020)\ 343672,\ 2249974,\ 2251300,\ 341639$

Fax 2219689, Email: vc@tukenya.ac.ke, Website: www.tukenya.ac.ke



jacobkoila@tukenya.ac.ke

Consultation Hours: 8AM-5PM MON - FRI



EDUCATION

Official Email:

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Certificate	SHORTHAND III (120WPM)	SITEMON COLLEGE OF PROFESSIONAL STUDIES(Kenya)	2014
Certificate	TYPEWRITING III (50 WPM)	SITEMON COLLEGE OF PROFESSIONAL STUDIES(Kenya)	
Certificate	OFFICE MANAGEMENT III	N Y S INSTITUTE OF BUSINESS STUDIES(Kenya)	
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)	
KCPE/Equivalent	KENYA CERTIFICATE OF PRIMARY EDUCATION	POROR PRIMARY SCHOOL(Kenya)	

WORK EXPERIENCE			
PERIOD	INSTITUTION	POSITION	
Feb, 2019 - To Date	THE TECHNICAL UNIVERSITY OF KENYA	SECRETARY	
March 2015 - February, 2018	Garissa University	SECRETARY	