



# THE TECHNICAL UNIVERSITY OF KENYA

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## EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Certificate	OFFICE MANAGEMENT III	C.I.T.C MURIRANJA'S(Kenya)	2002
Certificate	TYPEWRITING III (50 WPM)	C.I.T.C MURIRANJA'S(Kenya)	2002
Certificate	BUSINESS ENGLISH III	C.I.T.C MURIRANJA'S(Kenya)	2002
Certificate	SECRETARIAL DUTIES II	C.I.T.C MURIRANJA'S(Kenya)	2002
Certificate	COMMERCE II	C.I.T.C MURIRANJA'S(Kenya)	2002
Certificate	SHORTHAND I (60 WPM)	C.I.T.C MURIRANJA'S(Kenya)	2002
Certificate	OFFICE PRACTICE II	C.I.T.C MURIRANJA'S(Kenya)	2002
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	NJUMBI HIGH SCHOOL(Kenya)	1998

## WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
September 2022 - To Date	Technical University of Kenya, Nairobi	Assistant Secretary
May 2015 - September 2016	4ntech Communications, Nairobi	Front Office & Cashier
March 2021 - November 2021	CTK Tabernacle, Ruiru	Personal Assistant
July 2011 - November 2014	International Centre of Technology, Thika	Secretarial Studies Tutor
December 2017 - March 2019	KAP Guest House, Nairobi	Receptionist & Cashier
April 2019 - February 2020	Maple Inn Hotel, Membley	Receptionist & Front Office Supervisor