



# THE TECHNICAL UNIVERSITY OF KENYA

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## EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Bachelor of Technology (B.Tech)	OFFICE ADMINISTRATION AND TECHNOLOGY	THE TECHNICAL UNIVERSITY OF KENYA(Kenya)	2017
Diploma	SECRETARIAL STUDIES	NATIONAL YOUTH SERVICE SECRETARIAL COLLEGE (Kenya)	1999
Certificate	SHORTHAND II (80 WPM)	NATIONAL YOUTH SERVICE SECRETARIAL SCHOOL(Kenya)	1999
Certificate	TYPEWRITING III (50 WPM)	NATIONAL YOUTH SERVICE SECRETARIAL SCHOOL(Kenya)	1999
Certificate	COMMERCE I	NATIONAL YOUTH SERVICE SECRETARIAL SCHOOL(Kenya)	1998
Certificate	BUSINESS ENGLISH II	NATIONAL YOUTH SERVICE SECRETARIAL SCHOOL(Kenya)	1998
Certificate	SHORTHAND I (60 WPM)	NATIONAL YOUTH SERVICE SECRETARIAL SCHOOL(Kenya)	1998
Certificate	TYPEWRITING I (30 WPM)	NATIONAL YOUTH SERVICE SECRETARIAL SCHOOL(Kenya)	1998
Certificate	TYPEWRITING II (40 WPM)	NATIONAL YOUTH SERVICE SECRETARIAL SCHOOL(Kenya)	1998
Certificate	BUSINESS KISWAHILI I	NATIONAL YOUTH SERVICE SECRETARIAL SCHOOL(Kenya)	1998
Certificate	SECRETARIAL STUDIES (KNEC)	NATIONAL YOUTH SERVICE SECRETARIAL COLLEGE(Kenya)	1998
Certificate	COMMERCE II	NATIONAL YOUTH SERVICE SECRETARIAL SCHOOL(Kenya)	1998
Certificate	SECRETARIAL DUTIES II	NATIONAL YOUTH SERVICE SECRETARIAL SCHOOL(Kenya)	1998
Certificate	BUSINESS ENGLISH III	NATIONAL YOUTH SERVICE SECRETARIAL SCHOOL(Kenya)	1998
Certificate	BUSINESS ENGLISH I	NATIONAL YOUTH SERVICE SECRETARIAL SCHOOL(Kenya)	1997
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	ST. TERESA GIRLS SCHOOL, KITHIMU(Kenya)	1994

#### WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
2007 - TO DATE	THE TECHNICAL UNIVERSITY OF KENYA	SECRETARY
2006 - 2007	L.K. METHI CO. ACCOUNTANTS	SECRETARY
2004 - 2005	apex security services limited	secretary to the general manager
2005 - 2005	nairobi technical trainign nstitute	secretary to the chief principal

#### PROFESSIONAL AFFILIATIONS AND SOCIETIES

**TITLE**

**INSTITUTION**

BTech in Office Administration

Technical University of Kenya