



# 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](mailto:vc@tukenya.ac.ke), Website: [www.tukenya.ac.ke](http://www.tukenya.ac.ke)

NAME: MISS JUDITH MUTANU NGONDU

Current Designation:	Assistant Secretary, STUDENT SUPPORT SERVICES
Office Telephone:	+254(020) 2219929, 3341639, 3343672
Official Email:	<a href="mailto:judy.ngondu@tukenya.ac.ke">judy.ngondu@tukenya.ac.ke</a>
Consultation Hours:	8.00am-5.00pm mon-fri



## EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Higher Diploma	SECRETARIAL MANAGEMENT	TEMPLE SECRETARIAL COLLEGE(Kenya)	2021
Diploma	SECRETARIAL STUDIES	TEMPLE SECRETARIAL COLLEGE(Kenya)	2019
Certificate	BUSINESS ENGLISH III	KENYA NATIONAL EXAMINATIONS COUNCIL(Kenya)	2011
Certificate	TYPEWRITING I	KENYA NATIONAL EXAMINATIONS COUNCIL(Kenya)	2011
Certificate	BUSINESS ENGLISH II	KENYA NATIONAL EXAMINATIONS COUNCIL(Kenya)	2010
Certificate	SECRETARIAL DUTIES II	KENYA NATIONAL EXAMINATIONS COUNCIL(Kenya)	2009
Certificate	OFFICE MANAGEMENT III	KENYA NATIONAL EXAMINATIONS COUNCIL(Kenya)	2009
Certificate	COMMERCE II	KENYA NATIONAL EXAMINATION COUNCIL(Kenya)	2008
Certificate	BILINGUAL SECRETARIAL STUDIES	THE KENYA POLYTECHNIC(Kenya)	2005
Certificate	OFFICE PRACTICE II	KENYA NATIONAL EXAMINATION COUNCIL(Kenya)	2005
Certificate	OFFICE PRACTICE I	KENYA NATIONAL EXAMINATIONS COUNCIL(Kenya)	2005
Certificate	BUSINESS I	KENYA NATIONAL EXAMINATIONS COUNCIL(Kenya)	2004
Certificate	COMMERCE 1	KENYA NATIONAL EXAMINATIONS COUNCIL(Kenya)	2004
Certificate	COMMERCE I	KENYA NATIONAL EXAMINATION COUNCIL(Kenya)	2004
Short Course/ Training	MS WINDOWS AND OFFICE(WORD, EXCEL AND POWERPOINT)	CNET COMPUTER INSTITUTE(Kenya)	2004
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	MANG'AUNI SECONDARY SCHOOL(Kenya)	2002

#### WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
2007 - 2010	THE KENYA POLYTECHNIC	COPY TYPIST