



THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Certificate	BUSINESS ENGLISH III	TEMPLE BUSINESS INSTITUTE(Kenya)	2010
Certificate	PERSONNEL MANAGEMENT III	TEMPLE BUSINESS INSTITUTE(Kenya)	2010
Certificate	OFFICE MANAGEMENT III	TEMPLE BUSINESS INSTITUTE(Kenya)	2010
Certificate	SECRETARIAL DUTIES II	TEMPLE BUSINESS INSTITUTE(Kenya)	2010
Certificate	BUSINESS ENGLISH II	TEMPLE BUSINESS INSTITUTE(Kenya)	2010
Certificate	BUSINESS ENGLISH I	TEMPLE BUSINESS INSTITUTE(Kenya)	2009
Certificate	OFFICE PRACTICE II	Y.M.C.A CHURCH ARMY (PRIVATE)(Kenya)	2003
Certificate	COMMERCE II	Y.M.C.A CHURCH ARMY (PRIVATE)(Kenya)	2003
Certificate	COMMERCE I	Y.M.C.A SHAURI MOYO(Kenya)	2003
Certificate	TYPEWRITING I (30 WPM)	Y.M.C.A CHURCH ARMY (PRIVATE)(Kenya)	2003
Short Course/ Training	COMPUTER PACKAGES	XTREME INSTITUTE OF BUSINESS AND INFORMATION TECHNOLOGY(Kenya)	2004
Short Course/ Training	WORD PROCESSING PROGRAM MS-WORD	PRISM COLLEGE(Kenya)	2003
Short Course/ Training	SPREAD SHEET PROGRAM MS-EXCEL	PRISM COLLEGE(Kenya)	2003
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	KIRWA SECONDARY SCHOOL(Kenya)	1998

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
2009 - TO DATE	PLANNING AND INSTITUTIONAL REPORTING- TUK	ASSISTANT SECRETARY

PROFESSIONAL AFFILIATIONS AND SOCIETIES

TITLE	INSTITUTION
diploma in legal studies	tuk