

THE TECHNICAL UNIVERSITY OF KENYA

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Current Designation: Secretary, STUDENT RECRUITMENT AND ADMISSIONS

Office Telephone: +254(020) 2219929, 3341639, 3343672

Consultation Hours: 8:00AM - 5:00PM MON-FRI

loise.achieng@tukenya.ac.ke



EDUCATION

Official Email:

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR	
Bachelor of Technology (B.Tech)	OFFICE ADMINISTRATION AND TECHOLOGY	THE TECHNICAL UNIVERSITY OF KENYA(Kenya)	2023	
Diploma in Technology (Dip.Tech)	OFFICE ADMINISTRATION TECHNOLOGY	THE TECHNICAL UNIVERSITY OF KENYA(Kenya)	2019	
Certificate	OFFICE MANAGEMENT III	CHURCH ARMY COMMUNITY CENTRE(Kenya)	COMMUNITY 2015	
Certificate	SHORTHAND I-III	CHURCH ARMY COMMUNITY CENTRE(Kenya)	2015	
Certificate	OFFICE PRACTICE II	CHURCH ARMY COMMUNITY CENTRE(Kenya)	2013	
Certificate	COMMERCE II	CHURCH ARMY COMMUNITY CENTRE(Kenya)	2013	
Certificate	BUSINESS ENGLISH III	CHURCH ARMY COMMUNITY CENTRE(Kenya)	2013	
Certificate	SECRETARIAL DUTIES	TEMPLE SECRETARIAL COLLEGE(Kenya)	2010	
Certificate	TRAVEL AND TOURISM OPERATIONS	CAREER TRAINING CENTRE(Kenya)	2004	
Certificate	COMMERCE I	TEMPLE SECRETARIAL COLLEGE(Kenya)	2002	
Short Course/ Training	COMPUTER OPERATIONS	MATRIX ALGEBRA EDUCATIONAL CENTRE(Kenya)	2015	
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	NYAKONGO GIRLS SECONDARY SCHOOL(Kenya)	1993	

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PERIOD	INSTITUTION	POSITION
2009 - to date	Technical University of Kenya	Assistant Secretary
SEP 2005 - MARCH 2007	DEVELOPMENT THROUGH MEDIA	ASSISTANT SECRETARY
JUNE 2004 - JAN 2005	ZEBRALINK TRAVEL & SAFARIS	TRAVEL AGENT

PROFESSIONAL AFFILIATIONS AND SOCIETIES

TITLE INSTITUTION

MEMBER KENYA NATIONAL SECRETARIES ASSOCIATION (KENASA)