



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, Website: www.tukenya.ac.ke

NAME: MS LOISE ANNE AKINYI ACHIENG

Current Designation:	Secretary, STUDENT RECRUITMENT AND ADMISSIONS
Office Telephone:	+254(020) 2219929, 3341639, 3343672
Official Email:	loise.achieng@tukenya.ac.ke
Consultation Hours:	8:00AM - 5:00PM MON-FRI



EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Bachelor of Technology (B.Tech)	OFFICE ADMINISTRATION AND TECHNOLOGY	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)	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

WORK EXPERIENCE

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)