THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Certificate	PRINCIPLES AND PRACTICE OF MANAGEMENT	TULIPS COMMERCIAL COLLEGE(Kenya)	2023
Certificate	OFFICE PROCEDURES II	TULIPS COMMERCIAL COLLEGE(Kenya)	2023
Certificate	SECRETARIAL DUTIES II	TULIPS COMMERCIAL COLLEGE(Kenya)	2023
Certificate	COMPUTERIZED DOCUMENT PROCESSING II	TULIPS COMMERCIAL COLLEGE(Kenya)	2022
Certificate	COMMUNICATION SKILLS II	TULIPS COMMERCIAL COLLEGE(Kenya)	2022
Certificate	OFFICE PROCEDURES I	TULIPS COMMERCIAL COLLEGE(Kenya)	2022
Certificate	MANAGEMENT	THE KENYA INSTITUTE OF MANAGEMENT(Kenya)	2018
Certificate	TYPEWRITING I (130 WPM)	AVENUE SECRETARIAL COLLEGE(Kenya)	2003
Certificate	COMMERCE I	EAST AFRICA COMMERCIAL COLLEGE(Kenya)	2000
Certificate	BUSINESS ENGLISH I	EAST AFRICA COMMERCIAL COLLEGE(Kenya)	2000
Short Course/ Training	COMPUTER PARKAGES	ALLCOUNTRY COMPUTER COLLEGE(Kenya)	2005
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	ST MARTINS SECONDARY SCHOOL(Kenya)	1998

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
2008 - 2009	MAINFLOW INSURANCE AGENCY	SECRETARY
2007 - 2008	STEP-Z INSURANCE AGENCY	SECRETARY
2006 - 2007	University of Nairobi	CASUAL WORKER
2004 - 2006	WANJOKA ENTERPRISES	SECRETARY