THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Bachelor of Science (BSc)	HUMAN RESOURCE MANAGEMENT	MOI UNIVERSITY(Kenya)	2019
Higher Diploma	SECRETARIAL MANAGEMENT	KENAFRIC COLLEGE OF PROFESSIONAL STUDIES(Kenya)	2014
Diploma	BUSINESS MANAGEMENT	KENYA INSTITUTE OF MANAGEMENT(Kenya)	2011
Certificate	TYPEWRITING III (50 WPM)	KENAFRIC COLLEGE OF PROFESSIONAL STUDIES(Kenya)	2012
Certificate	SHORTHAND III (110 WPM)	KENAFRIC COLLEGE OF PROFESSIONAL STUDIES(Kenya)	2012
Certificate	SHORTHAND II	KENAFRIC COLLEGE OF PROFESSIONAL STUDIES(Kenya)	2008
Certificate	BUSINESS ENGLISH II	KENAFRIC COLLEGE OF PROFESSIONAL STUDIES(Kenya)	2008
Certificate	BUSINESS MANAGEMENT	KENYA INSTITUTE OF MANAGEMENT(Kenya)	2008
Certificate	OFFICE MANAGEMENT III	KENAFRIC COLLEGE OF PROFESSIONAL STUDIES(Kenya)	2007
Certificate	TYPEWRITING II (40 WPM)	KENAFRIC COLLEGE OF PROFESSIONAL STUDIES(Kenya)	2007
Certificate	COMMERCE II	KENAFRIC COLLEGE OF PROFESSIONAL STUDIES(Kenya)	2007
Certificate	SHORTHAND I (70 WPM)	KENAFRIC COLLEGE OF PROFESSIONAL STUDIES(Kenya)	2007
Certificate	SECRETARIAL DUTIES II	BLANES SECRETARIAL COLLEGE(Kenya)	2005
Certificate	OFFICE PRACTICE II	BLANES SECRETARIAL COLLEGE(Kenya)	2005
Certificate	TYPEWRITING I (30 WPM)	BLANES SECRETARIAL COLLEGE(Kenya)	2005
Certificate	BUSINESS ENGLISH I	BLANES SECRETARIAL COLLEGE(Kenya)	2004
Certificate	COMMERCE I	BLANES SECRETARIAL COLLEGE(Kenya)	2004
Certificate	OFFICE PRACTICE I	BLANES SECRETARIAL COLLEGE(Kenya)	2004
Certificate	FOOD AND BEVERAGE SERVICE AND SALES	CAREER TRAINING CENTRE(Kenya)	1998
Short Course/ Training	MICROSOFT OFFCIE SUITE	BLANES COLLEGE(Kenya)	2005
KCPE/Equivalent	KENYA CERTIFICATE OF PRIMARY EDUCATION	ESALWA PRIMARY SCHOOL(Kenya)	1991

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
FEB 2011 - JULY 2011	THE KENYA POLYTECHNIC UNIVERSITY COLLEGE	ASSISTANT SECRETARY
2009 - JAN 2011	THE KENYA POLYTECHNIC UNIVERSITY COLLEGE	COPY TYPIST
NOV 1997 - JAN 1998	TURTLE BAY BEACH CLUB MOMBASA	SECRETARY
2007 - DEC 2007	INSTITUTE FOR LAW AND ENVTAL GOVERNANCE	ADMINISTRATIVE ASSISTANT
JULY 2011 - 08 JULY 2018	THE TECHNICAL UNIVERSITY OF KENYA	ASSISTANT SECRETARY