



THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Bachelor of Commerce (B.Com)	HUMAN RESOURCE MANAGEMENT	THE TECHNICAL UNIVERSITY OF KENYA(Kenya)	2016
Higher Diploma	SECRETARIAL STUDIES	THE TECHNICAL UNIVERSITY OF KENYA (Kenya)	2013
Certificate	TYPEWRITING III (50 WPM)	SKYNET BUSINESS COLLEGE(Kenya)	2011
Certificate	SHORTHAND III (100 WPM)	DYNAMIC INST. OF MANAGEMENT AND ACCOUNTANCY(Kenya)	2010
Certificate	SHORTHAND II (80 WPM)	DYNAMIC INST. OF MANAGEMENT AND ACCOUNTANCY(Kenya)	2010
Certificate	SHORTHAND I (60 WPM)	DYNAMIC INST. OF MANAGEMENT AND ACCOUNTANCY(Kenya)	2009
Certificate	COMMERCE II	DYNAMIC INST. OF MANAGEMENT AND ACCOUNTANCY(Kenya)	2009
Certificate	COMMERCE I	UNIVERSAL CORRESPONDENCE COLLEGE(Kenya)	2008
Certificate	SECRETARIAL DUTIES II	NATIONAL YOUTH SERVICE SECRETARIAL SCHOOL(Kenya)	1999
Certificate	TYPEWRITING II (40 WPM)	NATIONAL YOUTH SERVICE SECRETARIAL SCHOOL(Kenya)	1999
Certificate	OFFICE MANAGEMENT III	NATIONAL YOUTH SERVICE SECRETARIAL SCHOOL(Kenya)	1999
Certificate	BUSINESS ENGLISH III	NATIONAL YOUTH SERVICE SECRETARIAL SCHOOL(Kenya)	1999
Certificate	OFFICE PRACTICE I	NATIONAL YOUTH SERVICE SECRETARIAL SCHOOL(Kenya)	1998
Certificate	BUSINESS ENGLISH II	NATIONAL YOUTH SERVICE SECRETARIAL SCHOOL(Kenya)	1998
Certificate	BUSINESS ENGLISH I	NATIONAL YOUTH SERVICE SECRETARIAL SCHOOL(Kenya)	1998
Certificate	TYPEWRITING I (30 WPM)	NATIONAL YOUTH SERVICE SECRETARIAL SCHOOL(Kenya)	1998
Certificate	OFFICE PRACTICE II	NATIONAL YOUTH SERVICE SECRETARIAL SCHOOL(Kenya)	1998
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	AHERO GIRLS SECONDARY SCHOOL(Kenya)	1995

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
24/01/2009 - To Date	The Technical University of Kenya	SECRETARY