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 NANCY NJERI NDUNGI



Current Designation:	Secretary, CENTRE FOR INNOVATION AND TECHNOLOGY TRANSFER (CITT)
Office Telephone:	+254(020) 2219929, 3341639, 3343672
Official Email:	nancyndungi@tukenya.ac.ke
Consultation Hours:	8AM-5PM MON - FRI

EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Higher Diploma	SECRETARIAL MANAGEMENT	TEMPLE SECRETARIAL COLLEGE(Kenya)	2018
Certificate	SHORTHAND III (100 WPM)	SKYNET BUSINESS COLLEGE(Kenya)	2016
Certificate	TYPEWRITING II (40 WPM)	KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY(Kenya)	2002
Certificate	TYPEWRITING III (50 WPM)	KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY(Kenya)	2002
Certificate	BUSINESS ENGLISH III	KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY(Kenya)	2002
Certificate	SHORTHAND II (80 WPM)	KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY(Kenya)	2002
Certificate	SECRETARIAL DUTIES II	KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY(Kenya)	2002
Certificate	BUSINESS ENGLISH II	KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY(Kenya)	2002
Certificate	OFFICE PRACTICE II	KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY(Kenya)	2002
Certificate	COMMERCE II	KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY(Kenya)	2002
Certificate	OFFICE MANAGEMENT III	KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY(Kenya)	2002
Certificate	SHORTHAND I (60 WPM)	KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY(Kenya)	2002
Certificate	BUSINESS ENGLISH I	KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY(Kenya)	2001
Certificate	COMMERCE I	KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY(Kenya)	2001
Certificate	OFFICE PRACTICE I	KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY(Kenya)	2001
Certificate	TYPEWRITING I (30 WPM)	KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY(Kenya)	2001
Short Course/ Training	COMPUTER PACKAGES	MINDSMITH SOFTWARE SOLUTIONS(Kenya)	2003
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	KAGWE GIRLS SECONDARY SCHOOL(Kenya)	1998
KCPE/Equivalent	KENYA CERTIFICATE OF PRIMARY EDUCATION	KAMBURU PRIMARY SCHOOL(Kenya)	1994

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
2011 - TO DATE	TUK	SECRETARY
2008 - 2011	NDUMBERI GIRLS SECONDARY SCHOOL	SECRETARY