



THE TECHNICAL UNIVERSITY OF KENYA

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Consultation Hours:	8:00AM - 5:00PM MON-FRI



EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Bachelor of Business Administration (BBA)	OFFICE MANAGEMENT	KENYA METHODIST UNIVERSITY(Kenya)	2020
Higher Diploma	SECRETARIAL STUDIES	INTRAGLOBAL TRAINING INSTITUTE(Kenya)	2010
Certificate	SECRETARIAL STUDIES	NAIROBI TECHNICAL TRAINING INSTITUTE(Kenya)	2004
Short Course/ Training	COMPUTER APPLICATIONS	GEBCONS COLLEGE(Kenya)	2005
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	PARKLANDS ARYA GIRLS HIGH SCHOOL(Kenya)	2000

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
2017 - TO DATE	THE TECHNICAL UNIVERSITY OF KENYA	SENIOR SECRETARY
2011 - 2017	THE TECHNICAL UNIVERSITY OF KENYA	SECRETARY
2006 - 2011	NAIROBI TECHNICAL TRAINING INSTITUTE	SECRETARY TO THE REGISTRAR
2004 - 2005	JOYHOME PRIMARY SCHOOL	SECRETARY TO THE PRINCIPAL
2004 - 2004	HEMCO PROPERTIES	SECRETARY(ATTACHMENT)
2003 - 2003	PRAISE YOUTH MINISTRY	SECRETARY(ATTACHMENT)

PROFESSIONAL AFFILIATIONS AND SOCIETIES

TITLE	INSTITUTION
Bachelor of Business Admn	Kenya Methodist University

EXTRA INFORMATION

DESCRIPTION

Passionate in leadership seeking to improve leadership skills and practices.

Certificate of achievement with the Global Leadership Summit and graduated with FAMU