



# THE TECHNICAL UNIVERSITY OF KENYA

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## EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Bachelor of Business Administration (BBA)	HUMAN RESOURCE MANAGEMENT	ST. PAUL'S UNIVERSITY(Cambodia)	2017
Certificate	SHORTHAND III (120 WPM)	DYNAMIC INSTITUTE OF MANAGEMENT AND ACCOUNTANCY(Kenya)	2015
Certificate	SHORTHAND II (90 WPM)	SKYNET BUSINESS COLLEGE(Kenya)	2014
Certificate	TYPEWRITING III (50 WPM)	SUWON CHRISTIAN COLLEGE(Kenya)	1996
Certificate	OFFICE MANAGEMENT III	SUWON CHRISTIAN COLLEGE(Kenya)	1996
Certificate	BUSINESS ENGLISH III	SUWON CHRISTIAN COLLEGE(Kenya)	1995
Certificate	SHORTHAND I (70 WPM)	SUWON CHRISTIAN COLLEGE(Kenya)	1995
Certificate	COMMERCE II	SUWON CHRISTIAN COLLEGE(Kenya)	1995
Certificate	SECRETARIAL DUTIES II	SUWON CHRISTIAN COLLEGE(Kenya)	1995
Certificate	OFFICE PRACTICE II	SUWON CHRISTIAN COLLEGE(Kenya)	1995
Short Course/ Training	END-USER PACKAGES	KIAMBU COLLEGE OF IT(Kenya)	2003
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	TRIKHA GIRLS' SECONDARY SCHOOL(Kenya)	1993

## WORK EXPERIENCE

<b>PERIOD</b>	<b>INSTITUTION</b>	<b>POSITION</b>
FEBRUARY 2021 - TO DATE	TECHNICAL UNIVERSITY OF KENYA	SENIOR SECRETARY
8TH SEP 2014 - JANUARY 2021	TECHNICAL UNIVERSTY OF KENYA	SECRETARY
3RD OCT 2011 - 8TH SEP 2014	TECHNICAL UNIVERSITY OF KENYA	ASSISTANT SECRETARY
2006 - 3RD OCT 2011	STs PETER & PAUL ACADEMY	ADMINISTRATIVE SECRETARY
1999 - 2004	KARUNGA PRIMARY SCHOOL	OFFICE SECRETARY
1998 MAY - 1999 MARCH	NGUGI WAITHUKI AND CO. ADVOCATE	ADMINISTRATIVE SECRETARY
1996 JAN - 1998 JAN	NDUMBERI HIGH SCHOOL	SECRETARY/ADMINISTRATION/PERSONAL ASSISTANT
2005 - *	THE KENYA RED CROSS SOCIETY.	VOLUNTARY ADMINISTRATIVE SECRETARY