THE TECHNICAL UNIVERSITY OF KENYA

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Consultation Hours:	8AM-5PM MON - FRI



EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Masters of Science (M.Sc.)	HUMAN RESOURCE MANAGEMENT	JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY(Kenya)	2017
Bachelor of Business Management (BBM)	BACHELOR OF BUSINESS AND OFFICE MANAGEMENT	JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY(Kenya)	2014
Diploma	BUSINESS AND OFFICE MANAGEMENT	INOORERO UNIVERSITY(Kenya)	2011
Certificate	TYPEWRITING -ADVANCED	CITY AND GUILDS(Kenya)	2010
Certificate	TYPEWRITING -INTERMEDIATE	CITY AND GUILDS(Kenya)	2009
Certificate	OFFICE MANAGEMENT III	UNIVERSAL CORRESPONDENCE COLLEGE(Kenya)	2007
Certificate	COMMERCE I	UNIVERSAL CORRESPONDENCE COLLEGE(Kenya)	2006
Certificate	BUSINESS ENGLISH II	UNIVERSAL CORRESPONDENCE COLLEGE(Kenya)	2006
Certificate	BUSINESS ENGLISH I	UNIVERSAL CORRESPONDENCE COLLEGE(Kenya)	2006
Certificate	SECRETARIAL DUTIES II	UNIVERSAL CORRESPONDENCE COLLEGE(Kenya)	2006
Certificate	OFFICE PRACTICE I	UNIVERSAL CORRESPONDENCE COLLEGE(Kenya)	2006
Professional Course	HUMAN RESOURCE	CERTIFIED HUMAN RESOURCE PROFESSIONAL(Kenya)	2024
Short Course/ Training	DESKTOP PUBLISHING	EMANEX COMPUTER TRAINING CENTRE(Kenya)	2003
Short Course/ Training	INTRODUCTION TO MICRO COMPUTERS	EMANEX COMPUTER TRAINING CENTRE(Kenya)	2003
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	KAHUHIA MIXED SECONDARY SCHOOL(Kenya)	2000

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
AUG. 2013 - TO DATE	TUK	SECRETARY
AUG.2011 - AUG. 2013	TUK	ASSISTANT SECRETARY
2007 - 2011	KENYATTA UNIVERSITY	SECRETARY