THE TECHNICAL UNIVERSITY OF KENYA

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School:	HEALTH AND BIOMEDICAL SCIENCES
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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Diploma	MANAGEMENT- HUMAN RESOURCE MANAGEMENT OPTION	KENYA INSTITUTE OF MANAGEMENT(Kenya)	2013
Certificate	TYPEWRITING III (50 WPM)	WESTFORD INTERNATIONAL TRAINING CENTRE(Kenya)	2018
Certificate	SHORTHAND III (100 WPM)	WESTFORD INTERNATIONAL TRAINING CENTRE(Kenya)	2018
Certificate	MANAGEMENT- HUMAN RESOURCE MANAGEMENT OPTION	KENYA INSTITUTE OF MANAGEMENT(Kenya)	2012
Certificate	SHORTHAND II (80 WPM)	KIANDA SECRETARIAL COLLEGE(Kenya)	1994
Certificate	TYPEWRITING II (40 WPM)	KIANDA SECRETARIAL COLLEGE(Kenya)	1994
Certificate	OFFICE MANAGEMENT III	KIANDA SECRETARIAL COLLEGE(Kenya)	1994
Certificate	OFFICE PRACTICE II	KIANDA SECRETARIAL COLLEGE(Kenya)	1993
Certificate	COMMERCE II	KIANDA SECRETARIAL COLLEGE(Kenya)	1993
Short Course/ Training	POWER POINT	INNOVATE SYSYEMS INSTITUTE(Kenya)	2010
Short Course/ Training	OFFICE APPLICATION PACKAGES(MS EXCEL 2007)	STARNET COLLEGE(Kenya)	2009
Short Course/ Training	WORD PROCESSING	PITMAN EXAMINATION INSTITUTE(United Kingdom)	1994
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	OUR LADY OF MERCY SECONDARY SCHOOL(Kenya)	1989
KCPE/Equivalent	KENYA CERTIFICATE OF PRIMARY EDUCATION	NAIROBI SOUTH(Kenya)	1985

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
2011 - TO DATE	THE TECHNICAL UNIVERSITY OF KENYA	Secretary
January 2011 - September 2011	Egis Kenya Ltd.	Secretary
January 1999 - December 2009	Programme for Christian-Muslim Relations in Africa	Administrative Assistant
October 1994 - December 1998	Programme for Christian-Muslim Relations in Africa	Secretary
January 2010 - August 2010	TNS RMS Kenya	Data Entry Clerk