



THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Masters of Business Administration (MBA)	HUMAN RESOURCE MANAGEMENT	KENYATTA UNIVERSITY (Kenya)	2011
Bachelor of Education (B.Ed)	SCIENCE	KENYATTA UNIVERSITY (Kenya)	2006
Higher Diploma	HUMAN RESOURCE MANAGEMENT	INSTITUTE OF HUMAN RESOURCE MANAGEMENT(Kenya)	2010
Certificate	ADVANCED CERTIFICATE MINUTE TAKING AND REPORT WRITING SKILLS	KENYATTA UNIVERSITY(Kenya)	2011
Certificate	COUNSELLING	INSTITUTE OF HUMAN RESOURCE MANAGEMENT(Kenya)	2010
Certificate	MINUTE TAKING AND REPORT WRITING SKILLS	KENYATTA UNIVERSITY(Kenya)	2009
Short Course/ Training	CUSTOMER CARE SKILLS	KENYATTA UNIVERSITY(Kenya)	2010
Short Course/ Training	COMPUTER APPLICATIONS	EMANEX COMPUTER TRAINING CENTRE(Kenya)	2004
Short Course/ Training	COMPUTER APPLICATIONS	EMANEX COMPUTER TRAINING CENTRE(Kenya)	2003
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	MAHIGA GIRLS SECONDARY SCHOOL(Kenya)	2000
KCPE/Equivalent	KENYA CERTIFICATE OF PRIMARY EDUCATION	KARANGIA PRIMARY SCHOOL(Kenya)	1996

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
FEB 2013 - AUG 2013	AFRICA NAZARENE UNIVERSITY	ASSISTANT REGISTRAR
2008 - 2013	KENYATTA UNIVERSITY	ADMINISTRATIVE ASSISTANT