



# THE TECHNICAL UNIVERSITY OF KENYA

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## EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Bachelor of Business Management (BBM)	BUSINESS & OFFICE MANAGEMENT	JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY(Kenya)	2011
Diploma	BUSINESS AND OFFICE MANAGEMENT	KENYA SCHOOL OF PROFESSIONAL STUDIES(Kenya)	2009
Certificate	COMPUTER SYSTEMS AND APPLICATIONS	KENYATTA UNIVERSITY(Kenya)	2000
Certificate	FULL SECRETARIAL COURSE	KENYATTA UNIVERSITY BUREAU OF TRAINING(Kenya)	1999
Short Course/ Training	SUPERVISORT SKILLS DEVELOPMENT	KENYA SCHOOL OF GOVERNMENT(Kenya)	2014
Short Course/ Training	BASIC DISCIPLESHP PROGRAMME- - DOCTRINE CLASS	CHRIST IS THE ANSWER MINISTRIES(Kenya)	2011
Short Course/ Training	CUSTOMER CARE SKILLS	KENYATTA UNIVERSITY(Kenya)	2009
Short Course/ Training	EFFECTIVE USE OF ELECTRONIC INFORMATION RESOURCES	KENYATTA UNIVERSITY (Kenya)	2008
Short Course/ Training	SECRETARIAL MANAGENT TRAINING COURSE	KENYATTA UNIVERSITY(Kenya)	2003
Short Course/ Training	INTRODUCTION TO MS - WORD	THIKA ROAD COMMERCIAL COLLEGE(Kenya)	1997
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	MUKUMU GIRLS HIGH SCHOOL(Kenya)	1991

## WORK EXPERIENCE

<b>PERIOD</b>	<b>INSTITUTION</b>	<b>POSITION</b>
March 2015 - To date	Technical University of Kenya	ASSISTANT EXECUTIVE SECRETARY
FEBRUARY 1999 - JUNE 2012	KENYATTA UNIVERSITY	SECRETARY
JUN 2012 - FEB 2015	KENYA VISION 2030 DELIVERY SECRETARIAT	SECRETARY/ADMINISTRATIVE ASSISTANT

#### PROFESSIONAL AFFILIATIONS AND SOCIETIES

<b>TITLE</b>	<b>INSTITUTION</b>
Member	Kenya National Secretaries Association (KENASA)