




THE TECHNICAL UNIVERSITY OF KENYA

Haile Selassie Avenue, P.O. Box 52428, Nairobi, 00200, Tel +254(020) 343672, 2249974, 2251300, 341639

Fax 2219689, Email: vc@tukenya.ac.ke, Website: www.tukenya.ac.ke

NAME: MS IRENE MUNYIVA MUTUA

<table border="1"><tr><td>Current Designation:</td><td>Administrative Assistant, RESEARCH AND TECHNOLOGY DEVELOPMENT (RTD)</td></tr><tr><td>Office Telephone:</td><td>+254(020) 2219929, 3341639, 3343672</td></tr><tr><td>Official Email:</td><td>irenemutua@tukenya.ac.ke</td></tr><tr><td>Consultation Hours:</td><td>8AM-5PM MON - FRI</td></tr></table>		Current Designation:	Administrative Assistant, RESEARCH AND TECHNOLOGY DEVELOPMENT (RTD)	Office Telephone:	+254(020) 2219929, 3341639, 3343672	Official Email:	irenemutua@tukenya.ac.ke	Consultation Hours:	8AM-5PM MON - FRI	
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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Bachelor of Commerce (B.Com)	FINANCE OPTION	EGERTON UNIVERSITY(Kenya)	2021
Higher Diploma	HUMAN RESOURCE MANAGEMENT	PLATINUM SCHOOL OF BUSINESS MANAGEMENT(Kenya)	2013
Diploma	BUSINESS ADMINISTRATION	BEAM INTERNATIONAL TRAINING CENTRE(Kenya)	2012
Short Course/ Training	INTERNATIONAL COMPUTER DRIVING LICENCE	INSTITUTE OF ADVANCED TECHNOLOGY(Kenya)	2009
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	BURUBURU GIRLS SEC SCHOOL(Kenya)	2008
KCPE/Equivalent	KENYA CERTIFICATE OF PRIMARY EDUCATION	MARY IMMACULATE(Kenya)	2004

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
13/05/2023 - To date	The Technical University of Kenya	Administrative Assistant
12/10/2016 - 13/05/2023	THE TECHNICAL UNIVERSITY OF KENYA	JUNIOR ADMINISTRATION ASSISTANT