## THE TECHNICAL UNIVERSITY OF KENYA

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## Current Designation: Senior Administrative Assistant, HUMAN RESOURCE SERVICES AND REGISTRY Office Telephone: +254(020) 2219929, 3341639, 3343672 Official Email: hillary.mbugua@tukenya.ac.ke

NAME: MR HILLARY NGUGI MBUGUA

Consultation Hours: 8AM-5PM MON - FRI



| EDUCATION                    |  |   |      |
|------------------------------|--|---|------|
| LEVEL                        | QUALIFICATION NAME                       | INSTITUTION                                 | YEAR |
| Bachelor of Commerce (B.Com) | ACCOUNTING                               | KENYATTA UNIVERSITY(Kenya)                  | 2016 |
| Certificate                  | Leadership                               | Kenyatta University(Kenya)                  | 2016 |
| Professional Course          | CPA-INTERMEDIATE LEVEL (PART II)         | KASNEB(Kenya)                               | 2023 |
| Short Course/ Training       | ADVANCED EXCEL TRAINING                  | ICT AUTHORITY(Kenya)                        | 2023 |
| Short Course/ Training       | BASIC CYBERSECURITY TRAINING             | ICT AUTHORITY(Kenya)                        | 2023 |
| Short Course/ Training       | QUICKBOOKS ACCOUNTING                    | DIMA COLLEGE(Kenya)                         | 2019 |
| Professional Course          | CPA-FOUNDATION LEVEL (PART I)            | KASNEB(Kenya)                               | 2016 |
| O level/Equivalent           | KENYA CERTIFICATE OF SECONDARY EDUCATION | ST. JOSEPH HIGH SCHOOL<br>GITHUNGURI(Kenya) | 2011 |
| KCPE/Equivalent              | KENYA CERTIFICATE OF PRIMARY EDUCATION   | LIMURU MODEL(Kenya)                         | 2007 |

WORK EXPERIENCE

| PERIOD         | INSTITUTION                       | POSITION                 |
|----------------|-----------------------------------|--------------------------|
| 2017 - TO-DATE | THE TECHNICAL UNIVERSITY OF KENYA | ADMINISTRATIVE ASSISTANT |
| 2016 - 2016    | PKF KENYA                         | ACCOUNTS ASSISTANT       |
| 2015 - 2016    | Technical University of Kenya     | ACCOUNTS CLERK           |
| 2014 - 2014    | LAY POTATO CRIPS                  | BRAND AMBASSADOR         |