



THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Bachelor of Business Management (BBM)	OFFICE MANAGEMENT	JOMO KENYATTA UNIVERSITY OF AGRICULTURE & TECHNOLOGY(Kenya)	2012
Diploma	BUSINESS & OFFICE MANAGEMENT	KENYA SCHOOL OF PROFESSIONAL STUDIES(Kenya)	2008
Certificate	TYPEWRITING	CITY & GUILDS-PITMAN QUALIFICATIONS(Kenya)	2005
Short Course/ Training	BUSINESS STUDIES-LEVEL 2	CITY & GUILDS(Kenya)	2005
Short Course/ Training	ENGLISH FOR BUSINESS COMMUNICATIONS-LEVEL 3	CITY & GUILDS(Kenya)	2005
Short Course/ Training	COMPUTER SOFTWARE APPLICATION PACKAGES	GRAFFINS COLLEGE(Kenya)	2005
Short Course/ Training	SHORTHAND SPEED	CITY & GUILDS(Kenya)	2005
Short Course/ Training	OFFICE PROCEDURES-LEVEL 2	CITY & GUILDS(Kenya)	2005
Short Course/ Training	BOOK-KEEPING AND ACCOUNTS LEVEL 1	CITY & GUILDS(Kenya)	2004

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
FEB 2017 - TO DATE	THE TECHNICAL UNIVERSITY OF KENYA	EXECUTIVE SECRETARY
AUGUST, 2014 - MARCH,2016	MOUNT KENYA UNIVERSITY	ADMINISTRATION ASSISTANT
FEBRUARY, 2010 - AUGUST, 2014	INOORERO UNIVERSITY	Administrative Assistant
MARCH 2016 - 2017	STRATHMORE UNIVERSITY BUSINESS SCHOOL	OFFICE MANAGER