



THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Certificate	COMPUTER STUDIES	NATIONAL YOUTH SERVICE INSTITUTE OF BUSINESS STUDIES(Kenya)	2005
Short Course/ Training	SHORTHAND III	SITEMON COLLEGE OF PROFESSIONAL STUDIES(Kenya)	2014
Short Course/ Training	OFFICE MANAGEMENT III	NYS INSTITUTE OF BUSINESS STUDIES(Kenya)	2005
Short Course/ Training	PERSONNEL MANAGEMENT III	NYS INSTITUTE OF BUSINESS STUDIES(Kenya)	2005
Short Course/ Training	BUSINESS ENGLISH III	NYS INSTITUTE OF BUSINESS STUDIES(Kenya)	2005
Short Course/ Training	SECRETARIAL DUTIES II	NYS INSTITUTE OF BUSINESS STUDIES(Kenya)	2004
Short Course/ Training	OFFICE PRACTICE II	NYS INSTITUTE OF BUSINESS STUDIES(Kenya)	2004
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	EMMINING SECONDARY SCHOOL(Kenya)	2000

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
Feb, 2019 - To Date	THE TECHNICAL UNIVERSITY OF KENYA	SECRETARY
March 2015 - February, 2018	Garissa University	SECRETARY