



# THE TECHNICAL UNIVERSITY OF KENYA

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|                      |                                                                            |
|----------------------|----------------------------------------------------------------------------|
| Current Designation: | Junior Administrative Assistant, BIOMEDICAL SCIENCES AND TECHNOLOGY (DBST) |
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## EDUCATION

| LEVEL              | QUALIFICATION NAME                       | INSTITUTION                                          | YEAR |
|--------------------|------------------------------------------|------------------------------------------------------|------|
| Diploma            | BUSINESS MANAGEMENT                      | THE KENYA INSTITUTE OF MANAGEMENT(Kenya)             | 2021 |
| Certificate        | LEGAL COURSE FOR COURT CLERKS            | INSTITUTE OF PERSONNEL TRAINING & CONSULTANCY(Kenya) | 2000 |
| Certificate        | OFFICE PRACTICE I                        | GITWE TECHNICAL TRAINING(Kenya)                      | 1998 |
| Certificate        | BUSINESS ENGLISH I                       | GITWE TECHNICAL TRAINING(Kenya)                      | 1998 |
| Certificate        | COMMERCE I                               | GITWE TECHNICAL TRAINING(Kenya)                      | 1998 |
| O level/Equivalent | KENYA CERTIFICATE OF SECONDARY EDUCATION | NG'IYA GIRLS' HIGH SCHOOL(Kenya)                     | 1996 |

## WORK EXPERIENCE

| PERIOD               | INSTITUTION                       | POSITION      |
|----------------------|-----------------------------------|---------------|
| July, 2019 - TO DATE | THE TECHNICAL UNIVERSITY OF KENYA | RECORDS CLERK |