



THE TECHNICAL UNIVERSITY OF KENYA

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Consultation Hours:	8am to 5pm



EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Higher Diploma	SECRETARIAL MANAGEMENT	VISION STARS TRAINING INSTITUTE(Kenya)	2020
Certificate	Shorthand 130(w.p.m.)	Vision Empowerment Institute(Kenya)	2013 - 201
Certificate	Personnel Management (stage III)	Nairobi Training Institute(Kenya)	2011
Certificate	Secretarial Studies (single & group stages I-III)	Nairobi Training Institute(Kenya)	2008
Certificate	Information Technology	The Kenya Polytechnic(Kenya)	2000
Certificate	Introduction to Computers	The Kenya Polytechnic(Kenya)	1996
Short Course/ Training	Kenya Business Education -Shorthand III (130WPM)	Kenafic Colloge Of Professional Studies(Kenya)	2014
Short Course/ Training	Kenya Business Education -Shorthand III (130WPM)	Kenafic Colloge Of Professional Studies(Kenya)	2014
Short Course/ Training	Kenya Business Education -Shorthand III (130WPM)	Kenafic Colloge Of Professional Studies(Kenya)	2014
Short Course/ Training	Kenya Business Education -Shorthand III (130WPM)	Kenafic Colloge Of Professional Studies(Kenya)	2014
Short Course/ Training	Communication and public relations seminar	The Kenya Polytechnic(Kenya)	2006
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	MATUNGULU GIRLS SECONDARY SCHOOL(Kenya)	1993
KCPE/Equivalent	KENYA CERTIFICATE OF PRIMARY EDUCATION	MIU D.E.B(Kenya)	1989

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
26/11/2018 - TO-DATE	THE TECHNICAL UNIVERSITY OF KENYA	SECRETARY
2009 - 25/11/2018	Kenya Polytechnic/KPUC/TUK	Assistant Secretary
2000 - 2009	Kenya Polytechnic/KPUC/TUK	Computer Operator II
1998 - 1999	Kenya Polytechnic Students Union	Receptionist/Typist/Computer Operator