



# THE TECHNICAL UNIVERSITY OF KENYA

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## EDUCATION

<b>LEVEL</b>	<b>QUALIFICATION NAME</b>	<b>INSTITUTION</b>	<b>YEAR</b>
Higher Diploma	SECRETARIAL MANAGEMENT	TEMPLE SECRETARIAL COLLEGE(Kenya)	2021
Diploma	SECRETARIAL STUDIES	TEMPLE SECRETARIAL COLLEGE(Kenya)	2019
Certificate	BUSINESS ENGLISH III	KENYA NATIONAL EXAMINATIONS COUNCIL(Kenya)	2011
Certificate	TYPEWRITING I	KENYA NATIONAL EXAMINATIONS COUNCIL(Kenya)	2011
Certificate	BUSINESS ENGLISH II	KENYA NATIONAL EXAMINATIONS COUNCIL(Kenya)	2010
Certificate	SECRETARIAL DUTIES II	KENYA NATIONAL EXAMINATIONS COUNCIL(Kenya)	2009
Certificate	OFFICE MANAGEMENT III	KENYA NATIONAL EXAMINATIONS COUNCIL(Kenya)	2009
Certificate	COMMERCE II	KENYA NATIONAL EXAMINATION COUNCIL(Kenya)	2008
Certificate	BILINGUAL SECRETARIAL STUDIES	THE KENYA POLYTECHNIC(Kenya)	2005
Certificate	OFFICE PRACTICE II	KENYA NATIONAL EXAMINATION COUNCIL(Kenya)	2005
Certificate	OFFICE PRACTICE I	KENYA NATIONAL EXAMINATIONS COUNCIL(Kenya)	2005
Certificate	BUSINESS I	KENYA NATIONAL EXAMINATIONS COUNCIL(Kenya)	2004
Certificate	COMMERCE 1	KENYA NATIONAL EXAMINATIONS COUNCIL(Kenya)	2004
Certificate	COMMERCE I	KENYA NATIONAL EXAMINATION COUNCIL(Kenya)	2004
Short Course/ Training	MS WINDOWS AND OFFICE(WORD, EXCEL AND POWERPOINT)	CNET COMPUTER INSTITUTE(Kenya)	2004
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	MANG'AUNI SECONDARY SCHOOL(Kenya)	2002

#### WORK EXPERIENCE

<b>PERIOD</b>	<b>INSTITUTION</b>	<b>POSITION</b>
2007 - 2010	THE KENYA POLYTECHNIC	COPY TYPIST