



THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Diploma	MEDICAL SECRETARIAL STUDIES	KENYA POLYTECHNIC(Kenya)	1983
Certificate	EAST AFRICAN CERTIFICATE OF EDUCATION	NGARA GIRLS SECONDARY SCHOOL(Kenya)	1980
Short Course/ Training	CERTIFICATE OF PARTICIPATION	KENYA COLLEGE OF ACCOUNTANCY(Kenya)	2002
Short Course/ Training	MANAGEMENT DEVELOPMENT COURSE	RESSA MANAGEMENT CONSULTANCY(Kenya)	1999
Short Course/ Training	TYPEWRITING III (50 W.P.M.)	NAIROBI PRIVATE(Kenya)	1983
Short Course/ Training	AUDIO TYPEWRITING II	KENYA POLYTECHNIC(Kenya)	1983
Short Course/ Training	SECRETARIAL DUTIES II	KENYA POLYTECHNIC(Kenya)	1982
Short Course/ Training	COMMERCE II	KENYA POLYTECHNIC(Kenya)	1982
Short Course/ Training	BUSINESS ENGLISH II	KENYA POLYTECHNIC(Kenya)	1982
Short Course/ Training	SHORTHAND 100	KENYA POLYTECHNIC(Kenya)	1982

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
2011 - 2015	The Kenya Polytechnic University College	Assistant Secretary