



THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Bachelor of Management & Office Administration	MANAGEMENT & OFFICE ADMINISTRATION	INOORERO UNIVERSITY(Kenya)	2013
Diploma	BUSINESS AND OFFICE MANAGEMENT	INOORERO UNIVERSITY(Kenya)	2010
Certificate	CERTIFICATE IN FULL SECRETARIAL STUDIES	NATIONAL YOUTH SERVICE SECRETARIAL SCHOOL(Kenya)	1992
Short Course/ Training	MICROSOFT WORD 97	INSTITUTE OF ADVANCED TECHNOLOGY(Kenya)	1999
O level/Equivalent	KENYA CERTIFICATE OF EDUCATION	CHAVAVO SECONDARY SCHOOL(Kenya)	1987
KCPE/Equivalent	CERTIFICATE OF PRIMARY EDUCATION	MADIOLI(Kenya)	1983

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
MARCH 2015 - TO DATE	THE TECHNICAL UNIVERSITY OF KENYA	ASSISTANT EXECUTIVE SECRETARY
MARCH 2011 - JUNE 2011	KENYA SCHOOL OF LAW	ADMINISTRATIVE ASSISTANT
SEP 2004 - FEB 2011	KENYA SCHOOL OF LAW	ADMINISTRATIVE ASSISTANT
JULY, 1990 - AUGUST, 2004	THE NATIONAL TREASURY	SHORTHAND TYPIST