



THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Certificate	SHORTHAND III (110 WPM)	STRIVE AND EXCEL COMMERCIAL COLLEGE(Kenya)	2021
Certificate	SHORTHAND II (80 WPM)	KENYA NATIONAL EXAMINATIONS COUNCIL(Kenya)	2017
Certificate	TYPEWRITING III (50 WPM)	KENYA NATIONAL EXAMINATIONS COUNCIL(Kenya)	2016
Certificate	SHORTHAND I (60 WPM)	KENYA NATIONAL EXAMINATIONS COUNCIL(Kenya)	2015
Certificate	KENYA BUSINESS EDUCATION	NAIROBI INSTITUTE OF BUSINESS STUDIES(Kenya)	2008
Certificate	OFFICE MANAGEMENT	NAIROBI INSTITUTE OF MANAGEMENT STUDIES(Kenya)	2008
Certificate	Typewriting I&II	Carlile College/NIBS(Kenya)	2008
Certificate	SECRETARIAL DUTIES	NAIROBI INSTITUTE OF BUSINESS STUDIED(Kenya)	2007
Short Course/ Training	COMPUTER OPERATOR	SISTERS OF MARY IMMACULATE(Kenya)	2005
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	KIAMBERE MIXED SECONDARY SCHOOL(Kenya)	2002

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
21/11/2016 - TO DATE	THE TECHNICAL UNIVERSITY OF KENYA	SECRETARIAL ASSISTANT
2005 - 2015	CARLILE COLLEGE CHURCH	RECEPTIONIST& EXAMS OFFICER