## THE TECHNICAL UNIVERSITY OF KENYA

×

Haile Selassie Avenue, P.O. Box 52428, Nairobi, 00200, Tel +254(020) 343672, 2249974, 2251300, 341639

Fax 2219689, Email: vc@tukenya.ac.ke, Website: www.tukenya.ac.ke



## EDUCATION

Official Email:

NAME: MR JACOB KIPRONO KOILA

Current Designation: Secretary, STUDENT SUPPORT SERVICES Office Telephone: +254(020) 2219929, 3341639, 3343672 jacobkoila@tukenya.ac.ke

Consultation Hours: 8AM-5PM MON - FRI

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Certificate	COMPUTER STUDIES	NATIONAL YOUTH SERVICE INSTITUTE OF BUSINESS STUDIES(Kenya)	2005
Short Course/ Training	SHORTHAND III	SITEMON COLLEGE OF PROFESSIONAL STUDIES(Kenya)	2014
Short Course/ Training	OFFICE MANAGEMENT III	NYS INSTITUTE OF BUSINESS STUDIES(Kenya)	2005
Short Course/ Training	PERSONNEL MANAGEMENT III	NYS INSTITUTE OF BUSINESS STUDIES(Kenya)	2005
Short Course/ Training	BUSINESS ENGLISH III	NYS INSTITUTE OF BUSINESS STUDIES(Kenya)	2005
Short Course/ Training	SECRETARIAL DUTIES II	NYS INSTITUTE OF BUSINESS STUDIES(Kenya)	
Short Course/ Training	OFFICE PRACTICE II	NYS INSTITUTE OF BUSINESS STUDIES(Kenya)	2004
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	EMMINING SECONDARY SCHOOL(Kenya)	2000

WORK EXPERIENCE			
PERIOD	INSTITUTION	POSITION	
Feb, 2019 - To Date	THE TECHNICAL UNIVERSITY OF KENYA	SECRETARY	
March 2015 - February, 2018	Garissa University	SECRETARY	