



# THE TECHNICAL UNIVERSITY OF KENYA

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## EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Diploma	BUSINESS ENGLISH & BUSINESS ADMINISTRATION	BUSINESS TRAINING COLLEGE (MANCHESTER)(United Kingdom)	2010
Diploma	OFFICE MANAGEMENT	INTERNATIONAL CORRESPONDENCE SCHOOL(Kenya)	2007
Diploma	CUSTOMER SERVICE	NAIROBI INSTITUTE OF BUSINESS STUDIES(Kenya)	2005
Diploma	SECRETARIAL STUDIES STAGE III	DAR ES SALAAM SECRETARIAL COLLEGE(Tanzania)	1985
Certificate	COMPUTER WORD PROCESSING PACKAGES	COMPUTER PROCESSING COLLEGE(Kenya)	1992
Short Course/ Training	EFFECTIVE SECRETARY/COMMUNICATION AND PUBLIC RELATIONS	KENYA POLYTECHNIC(Kenya)	2006

## WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
01/07/2009 - To Date	The Technical University of Kenya	SENIOR SECRETARY
1992 - 2009	KENYA POLYTECHNIC	COPY TYPIST