



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

NAME: MS RUTH MUYOMAH SHIVACHI

Current Designation:	Secretary, FINANCIAL AND ACCOUNTING SERVICES
Office Telephone:	+254(020) 2219929, 3341639, 3343672
Official Email:	ruth.shivachi@tukenya.ac.ke
Consultation Hours:	8AM-5PM MON - FRI



EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Certificate	Information Technology	The Kenya Polytechnic(Kenya)	2005
Certificate	Computer Applications	Kenya Industrial Christian Industrial Training Institute(Kenya)	1999
Certificate	Secretarial Studies (Bus. English, Typewriting, Office Practice, Commerce, Audio Typewriting, Secretarial Duties, Office Management, and Word Processing)	National Youth Service(Kenya)	1997
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	Luuya Girls Secondary School(Kenya)	1992

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
13/09/2013 - To Date	The Technical University of Kenya	Secretary
01/07/2009 - 13/09/2013	The Technical University of Kenya	Secretarial Assistant