



THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Bachelor of Technology (B.Tech)	OFFICE ADMINISTRATION AND TECHNOLOGY	THE TECHNICAL UNIVERSITY OF KENYA(Kenya)	2017
Diploma	SECRETARIAL STUDIES	NATIONAL YOUTH SERVICE SECRETARIAL COLLEGE (Kenya)	2000
Certificate	SECRETARIAL STUDIES (KNEC)	NATIONAL YOUTH SERVICE SECRETARIAL COLLEGE(Kenya)	1998
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	ST. TERESA GIRLS SCHOOL, KITHIMU(Kenya)	1994

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
2007 - TO DATE	THE TECHNICAL UNIVERSITY OF KENYA	SECRETARY
2006 - 2007	L.K. METHI CO. ACCOUNTANTS	SECRETARY
2004 - 2005	apex security services limited	secretary to the general manager
2005 - 2005	nairobi technical trainign nstitute	secretary to the chief principal

PROFESSIONAL AFFILIATIONS AND SOCIETIES

TITLE	INSTITUTION
BTech in Office Administration	Technical University of Kenya