

THE TECHNICAL UNIVERSITY OF KENYA

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Current Designation: Secretary, STUDENT RECRUITMENT AND ADMISSIONS Office Telephone: 2249974 EXT 259

info@kenpoly.ac.ke



EDUCATION

Official Email:

Consultation Hours: 8.00am-5.00pm

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAI
Bachelor of Technology (B.Tech)	OFFICE ADMINISTRATION AND TECHOLOGY	THE TECHNICAL UNIVERSITY OF KENYA(Kenya)	2023
Diploma in Technology (Dip.Tech)	OFFICE ADMINISTRATION TECHNOLOGY	THE TECHNICAL UNIVERSITY OF KENYA(Kenya)	2019
Certificate	OFFICE MANAGEMENT III	CHURCH ARMY COMMUNITY CENTRE(Kenya)	
Certificate	SHORTHAND I-III	CHURCH ARMY COMMUNITY CENTRE(Kenya)	
Certificate	COMMERCE II	CHURCH ARMY COMMUNITY CENTRE(Kenya)	
Certificate	Typewriting III	CHURCH ARMY COMMUNITY CENTRE(Kenya)	
Certificate	BUSINESS ENGLISH III	CHURCH ARMY COMMUNITY CENTRE(Kenya)	
Certificate	OFFICE PRACTICE II	CHURCH ARMY COMMUNITY CENTRE(Kenya)	
Certificate	SECRETARIAL DUTIES	TEMPLE SECRETARIAL COLLEGE(Kenya)	
Certificate	Business English I-II	Temple Secretarial College(Kenya)	
Certificate	TRAVEL AND TOURISM OPERATIONS	CAREER TRAINING CENTRE(Kenya)	
Certificate	COMMERCE I	TEMPLE SECRETARIAL COLLEGE(Kenya)	2002
Certificate	Commerce	Temple Secretarial College(Kenya)	
Certificate	Office Practice	Temple Secretarial College(Kenya)	2002
Short Course/ Training	COMPUTER OPERATIONS	MATRIX ALGEBRA EDUCATIONAL CENTRE(Kenya)	
Professional Course	Typewriting I-II	Temple Secretarial College(Kenya)	2010
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	Nyakongo Girls Sec. School(Kenya)	

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
2009 - to date	Technical University of Kenya	Assistant Secretary
SEP 2005 - MARCH 2007	DEVELOPMENT THROUGH MEDIA	ASSISTANT SECRETARY
JUNE 2004 - JAN 2005	ZEBRALINK TRAVEL & SAFARIS	TRAVEL AGENT

PROFESSIONAL AFFILIATIONS AND SOCIETIES

TITLE INSTITUTION

MEMBER KENYA NATIONAL SECRETARIES ASSOCIATION (KENASA)