



THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Masters of Science (M.Sc.)	HUMAN RESOURCE MANAGEMENT	JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY(Kenya)	2016
Bachelor of Business Administration (BBA)	BACHELOR OF BUSINESS ADMINISTRATION	KENYA METHODIST UNIVERSITY(Kenya)	2014
Diploma	DIPLOMA IN BUSINESS MANAGEMENT	UNIVERSITY OF NAIROBI(Kenya)	2009
Diploma	DIPLOMA IN SECRETARIAL STUDIES	MASENO YOUTH POLYTECHNIC(Kenya)	1996
Diploma	DIPLOMA IN BUSINESS MANAGEMENT/ADMINISTRATION	COLLEGE OF PROFESSIONAL MANAGEMENT(Kenya)	1996
Certificate	WORLD BIBLE CORRESPONDENCE COURSE	WORLD BIBLE SCHOOL(Kenya)	2006
Certificate	COMPUTER APPLICATION	MASENO UNIVERSITY(Kenya)	2003
Certificate	SECRETARIAL MANAGEMENT	KENYA INSTITUTE OF MANAGEMENT(Kenya)	2000
Certificate	CERTIFICATE IN TOP SECRETARIES MANAGEMENT	KENYA INSTITUTE OF MANAGEMENT(Kenya)	2000
Certificate	BUSINESS COMMUNICATION	KENYA INSTITUTE OF MANAGEMENT(Kenya)	2000
Certificate	SINGLE AND GROUP - OFFICE MANAGEMENT III	MASENO YOUTH POLYTECHNIC(Kenya)	1996
Certificate	SINGLE AND GROUP - COMMERCE II & I	MASENO YOUTH POLYTECHNIC(Kenya)	1995
Certificate	WORD PROCESSING INTERMEDIATE	SUPERIOR COMMERCIAL AND SECRETARIAL COLLEGE(Kenya)	1995
Certificate	SHORTHAND 120 W.P.M.	SUPERIOR COMMERCIAL AND SECRETARIAL COLLEGE(Kenya)	1995
Certificate	SINGLE AND GROUP - SECRETARIAL DUTIES II	MASENO YOUTH POLYTECHNIC(Kenya)	1995
Certificate	PRACTICAL SPREADSHEET PROCESSING ELEMENTARY	SUPERIOR COMMERCIAL AND SECRETARIAL COLLEGE(Kenya)	1995
Certificate	SINGLE AND GROUP - COMMERCE STAGES II & I	MASENO YOUTH POLYTECHNIC(Kenya)	1995
Certificate	SINGLE AND GROUP - BUSINESS ENGLISH STAGES III, II, & I	MASENO YOUTH POLYTECHNIC(Kenya)	1995
Certificate	OFFICE PRACTICE STAGES II & I	MASENO YOUTH POLYTECHNIC(Kenya)	1995
Certificate	SINGLE AND GROUP SHORTHAND 100 W.P.M., 90 W.P.M.,60 W.P.M.	ELGON VIEW SECRETARIAL COLLEGE(Kenya)	1988
Certificate	SINGLE AND GROUP TYPEWRITING STAGES III, II, I(50 W.P.M., 40 W.P.M., 30 W.P.M.	CAMBRIDGE SECRETARIAL COLLEGE(Kenya)	1981
Certificate	EAST AFRICAN CERTIFICATE OF EDUCATION	64 SECONDARY SCHOOL(Kenya)	1979
Short Course/ Training	ISO 9001:2008 AWARENESS TRAINING	KENYA POLYTECHNIC UNIVERSITY COLLEGE(Kenya)	2011

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
2011 - 2014	The Kenya Polytechnic University College	ASSISTANT EXECUTIVE SECRETARY
2009 - 2011	JKUAT	SENIOR SECRETARY
2007 - 2009	MASINDE NULIRO UNIVERSITY	SENIOR SECRETARY
1991 - 2007	MASENO UNIVERSITY	ASSISTANT EXECUTIVE SECRETARY
1987 - 1990	MOI UNIVERSITY	SECRETARY
1986 - 1987	M/s MUTHONGA GATURU & COMPANY ADVOCATES	SECRETARY

SELECTED PUBLICATIONS

TITLE	LINK TO PULICATION
Effects of change management strategy on performance in public universities in Kenya, The case of the Technical University of Kenya.	http://www.strategicjournals.com Volume 2, Issue 2, Article 27