



THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Bachelor	BUSINESS AND OFFICE MANAGEMENT	JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY(Kenya)	2017
Diploma	Secretarial Studies	The Kenya Polytechnic University College(Kenya)	2009
Certificate	INFORMATION TECHNOLOGY	Wantech Computer College Juja(Kenya)	2001
Short Course/ Training	Business English 1	Kenya Polytechnic(Kenya)	2009
Short Course/ Training	Short Hand I (60 WPM)	Kenya Polytechnic(Kenya)	2009
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	THE AGA KHAN HIGH SCHOOL(Kenya)	2000
KCPE/Equivalent	KENYA CERTIFICATE OF PRIMARY EDUCATION	CENTRAL GIRLS(Kenya)	1996

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
2010 - TO DATE	TUK	SECRETARY
2010 - 2011	JONATHAN GLOAG ACADEMY	SECRETARY