



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)	2017
Bachelor of Business Management (BBM)	BACHELOR OF BUSINESS AND OFFICE MANAGEMENT	JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY(Kenya)	2014
Diploma	BUSINESS AND OFFICE MANAGEMENT	INOORERO UNIVERSITY(Kenya)	2011
Short Course/ Training	TYPEWRITING -ADVANCED	CITY AND GUILDS(United Kingdom)	2010
Short Course/ Training	TYPEWRITING -INTERMEDIATE	CITY AND GUILDS(United Kingdom)	2009
Short Course/ Training	OFFICE MANAGEMENT III	UNIVERSAL CORRESPONDENCE COLLEGE(Kenya)	2007
Short Course/ Training	COMMERCE I	UNIVERSAL CORRESPONDENCE COLLEGE(Kenya)	2006
Short Course/ Training	OFFICE PRACTICE I	UNIVERSAL CORRESPONDENCE COLLEGE(Kenya)	2006
Short Course/ Training	SECRETARIAL DUTIES II	UNIVERSAL CORRESPONDENCE COLLEGE(Kenya)	2006
Short Course/ Training	BUSINESS ENGLISH II	UNIVERSAL CORRESPONDENCE COLLEGE(Kenya)	2006
Short Course/ Training	BUSINESS ENGLISH I	UNIVERSAL CORRESPONDENCE COLLEGE(Kenya)	2006
Short Course/ Training	INTRODUCTION TO MICRO COMPUTERS	EMANEX COMPUTER TRAINING CENTRE(Kenya)	2003
Short Course/ Training	DESKTOP PUBLISHING	EMANEX COMPUTER TRAINING CENTRE(Kenya)	2003
O level/Equivalent	KCSE	KAHUHIA MIXED SECONDARY SCHOOL(Kenya)	2000

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
AUG. 2013 - TO DATE	TUK	SECRETARY
AUG.2011 - AUG. 2013	TUK	ASSISTANT SECRETARY
2007 - 2011	KENYATTA UNIVERSITY	SECRETARY