

PROFILE
MUCHERE NKIROTE PURITY



MMUST Staff PF/No: 0222

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Nationality: Kenyan

Membership: CIM, KENASA, Alumni MMUST

Specialization: Marketing & Business Administration

PHILOSOPHY:

“To Work with due professionalism, diligence and honesty to promote achievements of my organization’s goals/objectives while keeping our mission and vision at heart”.

ACADEMIC AND PROFESSIONAL QUALIFICATIONS:

- PH.D in Business administration (Marketing Option) (Ongoing ISP stage), 2016 to date
- Master of Business Administration (MBA) UON, (Marketing Option- December, 2014)
- Bachelor of Business Management (Marketing Option), MMUST- 2010
- Diploma in Business Management (Administration Option), MMUST - 2007
- Advanced Certificate in Business Administration, MMUST - 2006
- Certificate in Secretarial Studies- Shorthand Typist I, St’ Mary’s Secretarial College, Isiolo Kenya 2002 - 2003
- Certificate in Computer Applications, St’ Mary’s Secretarial College, Isiolo Kenya 2002 - 2003
- Passport No: A1099540
- Driving License (BCE)

WORK EXPERIENCE

Have **14 years** working experience

2003 January – September: Copy Typist Maseno University

3rd Nov. 2003 –Aug. 2007: Employed at MMUST on Permanent and Pensionable terms as Secretary Grade A served Director, IGSRE & Chairman, CIT

2007 Sept. – Jan 2012: Secretary Grade B, Served Director, SOLACE & Director, DIAL Offices

23rd Jan 2012: Part-time Appointment as an instructor Dept. of BBM

6th Feb 2012: Promoted to Administrative Assistant, Grade C/D offering **Administrative Duties** to: Director, SOLACE & Alumni - up to Feb. 2014

March, 2014 up to date: Serving AS A Senior Administrative Assistant in the office of Director, PME, TVET & Alumni Officer in MMUST.