

Title	MS.			PASSPORT SIZE PHOTO
Surname:	NTEERE			
Other Names:	EMILY GACHERI			
Department:	SECURITY			
Job Title	ASSISTANT SECRETARY			
Email address	gacheri@uonbi.ac.ke			
Terms of appointment	CONTRACT			
Academic Qualifications & awards (starting with the highest)		PERIOD	QUALIFICATION	EXAMINING INSTITUTION
	1.	2004	K.C.S.E	KNEC
	2.	2000	K.C.P.E	KNEC
Professional Qualifications (starting with the most current)		PERIOD	QUALIFICATION	EXAMINING INSTITUTION
	1.	2010-2013	Bachelors of Business Management (HRM)	M.K.U
	2.	2013	PR, Customer Care & Communication Skills	LINCOLN
	3.	2012	Records Management	U.O.N
	4.	2006-2008	Diploma in secretarial	KNEC
Relevant experience (starting with the most current)		PERIOD	DESIGNATION	ORGANISATION
	1.	2011 óto date	Assistant Secretary	U.O.N
	2.	2009-2011	Secretary	NGILU ASSOCIATES
	3.	2009	PA to the CEO	WESO
	4.	2007	Attaché	Meru District Hospital