

## SCHOOL OF EDUCATION



**Name of Staff:** George Francis Okello

**Designation/Rank:** Senior Administrative Assistant II

**Department/School:** School of Education

**Email:** [gokello@laikipia.ac.ke](mailto:gokello@laikipia.ac.ke)

### **A. Educational Background/Qualification**

1. Bachelor of Commerce (Banking and Finance Option), Egerton University (2011)
2. Diploma in Human Resource Management, Kenya Institute of Management, Kenya (2005)
3. Certificate/Advanced Certificate in Business Management (2002)
4. KCE, Cheptoroi Secondary, Njoro, Kenya (1987)
5. C.P.E., Egerton Primary (1983)

### **B. Professional Courses**

Certified Secretary (CS) KASNEB (2023)

### **C. Brief Auto-biography**

George is a self-motivated who like to work independently without supervision and is devoted to his work but likes to follow the laid down procedures. He also likes learning new things and consulting a lot. He is very flexible and can work with anybody.

### **D. Trainings /Seminars/ Conferences Attended**

1. Human Rights Defender, 2017
2. ISO training 2012, ISO AUDITORS training 2013
3. ISO Training, 2013
4. Training Senior Clerks in Egerton University, 2007
5. Minutes writing training
6. Data Security