

LIBRARY DEPARTMENT



Name of Staff: Ms. Philomena J. Kimeto

Designation/Rank: Senior Clerk

Department: Library

Email: pkimeto@laikipia.ac.ke

Educational Background/Qualification

1. Diploma in Business Management (DIPM), Laikipia University (2014)
2. Certificate in Business Management (CIBM), Laikipia University (2012)
3. Elite Commercial College KNEC EXAMS, (2002 – 2016) Group and Single Certificates
 - a. Typewriting I & II
 - b. Business English I – III
 - c. Office Practice I & II
 - d. Secretarial Duties II
 - e. Commerce I
4. Miles Commercial College- KNEC EXAMS, (2016 – 2016) Group and Single Certificates
 - a. Office Management III
 - b. Commerce II
5. KCSE: Kenya Certificate of Secondary Education (1986)
6. CPE: Certificate of Primary Education (1982)

Brief Auto-biography

Philomena has more than 5 years' experience in Clerical Work in various departments in the university.

Training/Seminars Attended

1. 2006 – 2006 - Laikipia Campus –Certificate in Computer Application.
2. 8th December, 2011 -Attended a Seminar at Laikipia University College and the following were covered:
 - a. Public relations and Customer relations.
 - b. Communication Skills.

- c. Time Management.
- d. Conflict Management