



Serial No.: KIM-MSDM-64415

Valid upto 31/12/2023

THE KENYA INSTITUTE OF MANAGEMENT

Certificate of Membership

This is to certify that

Julie Mbinya Kyalo

was admitted

FULL MEMBER

of

THE KENYA INSTITUTE OF MANAGEMENT

on the

7 December, 2022



CHAIR, MEMBERSHIP COMMITTEE

HONORARY SECRETARY

Membership No: M-64415



THE KENYA INSTITUTE OF MANAGEMENT

HEAD OFFICE

Luther Plaza, 2nd Floor,
Uhuru Highway/Nyerere Road Junction

P.O. Box 43706 - 00100 Nairobi, Kenya

Tel: (020) 244 5555, 0719 054 101

Email: kim@kim.ac.ke • Website: www.kim.ac.ke

07th December, 2022

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

RE: LETTER OF GOOD STANDING FOR MS. JULIE MBINYA KYALO

M-64415.

This is to confirm that **Ms. Julie Mbinya Kyalo** is a Full Member of The Kenya Institute of Management (KIM) with a record of good standing.

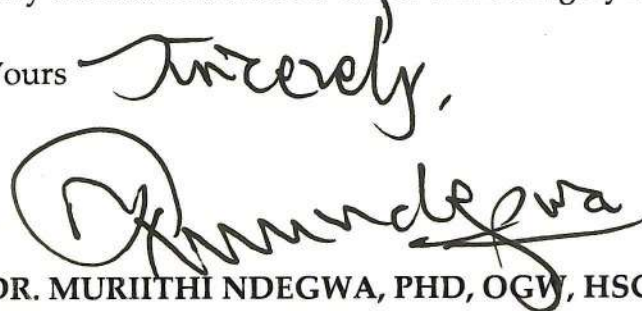
She's actively involved in executing our mandate of promoting excellence and integrity in management practice in Kenya and beyond.

The Kenya Institute of Management (KIM) is a membership-based non-profit making management development organization committed to the promotion of excellence and integrity in the practice of management. The Institute was established in 1954 as a premier institute that provides capacity building services to organizations in areas of Leadership, Governance and Management.

In case of any clarification, kindly contact us through email; membership@kim.ac.ke or Tel. Number; 0712200969.

Any assistance accorded to her will be highly appreciated.

Yours

Sincerely,


DR. MURIITHI NDEGWA, PHD, OGW, HSC, FKIM
EXECUTIVE DIRECTOR/ CEO



**UNIVERSITY OF NAIROBI
CENTRAL EXAMINATION CENTRE**

Date: January 3, 2022

Mr. James M. Ireri	- Asst. Registrar / Chairman
Ms. Julie Kyalo	- Member
Ms. Susan Mwangi	- Member
Ms. Caroline Buluma	- Secretary

APPOINTMENT: RESOLUTION OF PUBLIC COMPLAINTS COMMITTEE

I am pleased to appoint you to serve in the above committee in the capacity as indicated against your name.

Terms of Reference

- 1) Participate in the CEC Resolution of public complaints
- 2) Establishment of complaints management infrastructure, through tracking register
- 3) Sensitize CEC and customers on the institution's complaints handling mechanisms and citizen service delivery charter
- 4) Promptly address and resolve public complaints referred to the Section directly or channeled through the DVC AA and Academic Registrar.
- 5) Further, through the Deputy Registrar Examinations undertake to submit quarterly reports on actual complaints resolved and creation of awareness of the institution's complaints handling mechanisms and citizen service delivery charter to the DVC AA in the prescribed format.
- 6) Any other matter relevant to the above TORs.

I wish you a fruitful participation in the committee's activities.

**MR. PETER MBUTHIA
AG. DEPUTY REGISTRAR
EXAMINATIONS**



**UNIVERSITY OF NAIROBI
CENTRAL EXAMINATION CENTRE**

Date: January 3, 2022

Mr. Peter Mbuthia	- Ag. Deputy Registrar / Chairman
Ms. Esther Wangui	- Asst. Registrar/Member
Mr. James M. Ireri	- Asst. Registrar/Member
✓ Ms. Julie Kyalo	- Snr. Administrative Asst./ Member
Ms. Beatrice Omutere	- Snr. Administrative Asst./ Secretary

APPOINTMENT: CORRUPTION PREVENTION COMMITTEE

I am pleased to appoint you to serve in the above committee in the capacity as indicated against your name.

Terms of Reference

1. Participate in quarterly Departmental Corruption Prevention Committee meetings
2. Maintain registers on all gifts received and conflict of interest
3. Submit reports on all gifts received, breach of code of conduct and conflict of Interest
4. Establish mechanisms to capture corruption reporting through the Corruption reporting boxes
5. Implement four key recommendations emanating from the corruption perception survey
6. Submit quarterly reports to Registrar, Administration in the prescribed reporting matrix format by the 2nd day after the end of the quarter
7. Any other matter relevant to the above TORs.

I wish you a fruitful participation in the committee's activities.

**MR. PETER MBUTHIA
AG. DEPUTY REGISTRAR
EXAMINATIONS**

Certificate of Participation

This is to certify that

Julie Mbinya Kyalo

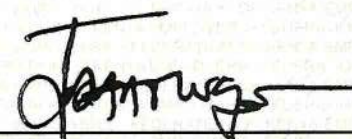
has successfully participated in

Industrial Relations and Effective Skills in Leadership and Management Workshop for University of Nairobi

held on *11th – 12th October, 2016* at *The University of Nairobi Central Catering Unit (CCU)*



Course Co-ordinator



Executive Director

Certificate of Completion

Brights Computer College

This is to certify that:

Julie Albinya Kyalo

Has successfully undergone through a complete computer course involving the Microsoft corporation's Office software packages listed below in the above named institution and attained the grades indicated below in each of the packages:

Package

- ♦ Introduction to Microcomputers
- ♦ Introduction to windows
- ♦ Microsoft Word
- ♦ Microsoft Excel
- ♦ Microsoft Access
- ♦ Microsoft Publisher
- ♦ Microsoft Power point
- ♦ Internet and Email

Grade

Distinction	1
Distinction	1
Distinction	1
Distinction	2
Credit	3
Distinction	2
Distinction	1
Distinction	1

Mean: distinction 1



BRIGHTS COMPUTERS

Student's Signature

21/08/2009

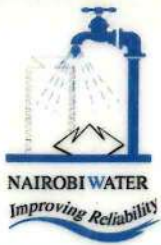
Date

Manager's Signature

21/08/2009

Date

This certificate was issued without any alterations or erasure whatsoever



NAIROBI CITY WATER & SEWERAGE COMPANY LTD.

KAMPALA RD, P. O. Box 30656-00100, Nairobi, Kenya

Tel: +254 20 3988598/000 5013598/000

Fax: +254 20 552126

Email: info@nairobewater.co.ke

www.nairobewater.co.ke



NCWSC/HR/TRG.2/VOL.15/60/ng

19th August, 2011

TO WHOM IT MAY CONCERN

RE: RECOMMENDATION LETTER – JULIE MBINYA KYALO

This is to confirm that the above named person was on attachment in this Company for two and a half (2 ½) months from 14th February, 2011 to 29th April, 2011 in Credit Control Section.

During this period she was exposed and trained extensively in:-

- Data entry for various tasks
- Making soft copies for various departments
- Analysis of accounts with credit balances for different regions in the company
- Filing of the credit balances for different regions to their respective files in accordance with ISO requirements
- Preparation of reports on accounts for write off
- Validate the recommended accounts in the CMS
- Reconciliation of CMS and hard copy
- Sorting accounts in credit balances

She was of exemplary conduct and showed good mastery of knowledge acquired. Any assistance accorded her will be highly appreciated.

Yours faithfully,

Lucas Gor
Ag. Human Resource Manager

Board of Directors:

P. Kuguru (Chairman), Dr. M. W. Kimani (Vice-Chair), HWM Cllr. G. Aladwa, P. Kisia, Prof. J. Kimura, Cllr. H. Katangie (Mrs.), Cllr. M. O. Ogada, S. Mutoro, E. K. Omollo, J. Ngugi, Prof. M. Gathenya, Eng. P. G. Gichuki (Ag. Managing Director)

MASAKU SCHOOL FOR THE PHYSICALLY DISABLED

P.O. Box 656,
MACHAKOS.



TEL: 044- 21723

Our Ref:

Your Ref:

Date:

31st July 2009

**Head of Department (Community Service),
Kiriri Women's University of Science & Tech.
Box 49274-00100,
NAIROBI.**

Dear Sir/Madam,

RE: ATTACHMENT TERM II 2009

I am pleased to inform you that Julie Mbinya was in our institution the whole term.

She was very obedient, she worked tirelessly in the dormitory. She was assisting the disabled pupils in general cleaning and her work was commendable.

May the Almighty God bless her abundantly.

Thank you for the services rendered voluntarily without any pay.

Yours faithfully

S. Mutua

**Mrs. S. Mutua
For: Headteacher**