



# kenyan college

NAIROBI

## DIPLOMA

Name ..... *Ruth Mbula Ndambuki* .....

*has undergone a course of training in*

- |                         |                            |
|-------------------------|----------------------------|
| 1. Reception Procedures | 4. Switchboard Techniques  |
| 2. Telephone Theory     | 5. Communication Skill     |
| 3. Telephone Techniques | 6. Reports, Letter Writing |
|                         | 7. Forms, Records, Filing  |

*and has attained the standard shown below at*

*an examination held by the Institution*

*on* ..... *10th January 2006* .....

*Credit* .....

*In Testimony whereof, we have affixed*

*our Signature & Seal*

*This* ..... *15th* ..... *day of March, 2006* .....



*[Signature]*  
Co-ordinator Signature

*[Signature]*  
Principal's Signature

*SHABANA OSMAN*  
*ADVOCATE*  
*P.O. Box 31014 - 00600,*  
*NAIROBI*