

VICTOR NYABERI ODHIAMBO

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Profile

I am an enthusiastic, self-motivated, reliable, responsible and hard-working person. Savvy expert experienced in troubleshooting computer hardware and software issues in customer-focused environments. Possesses comprehensive knowledge of standard operating systems, networking protocols and technical support procedures.

Skilled in identifying and resolving complex technical problems.

Professional Experience

SITE CLERK, ANGATALERA VENTURES LTD

02/2025 – Present

Nairobi

- File, organize, and maintain all project documents (both digital and hard copies).
- Prepare and distribute daily site reports, noting manpower, equipment, weather, and activities.
- Record, distribute, and track minutes from site meetings.
- Assist with the preparation of progress reports for the project manager.
- Maintain site access control, including issuing passes for workers and visitors.
- Log all deliveries and verify materials against purchase orders.
- Manage the site office, including supplies, cleanliness, and facilities
- Maintain a log of site equipment and tools.
- Collect, review, and submit timesheets from crews and subcontractors.
- Process new hire paperwork and ensure site inductions are completed.
- Maintain an up-to-date list of all personnel on site.
- Assist in raising and tracking Purchase Orders (POs) for materials.
- Code and file invoices for materials and work performed.
- Manage and reconcile petty cash for minor site expenses.
- Maintain and organize safety records, including permits, training certificates
- Log safety inspections, toolbox talks, and incident reports.
- Assist with the documentation of any safety incidents or near-misses.

NETWORK ENGINEER INTERN, ATLANCIS TECHNOLOGIES LTD

02/2023 – 10/2023

- Installed and configured operating systems and applications.
- Facilitated end-user training sessions on software applications, increasing employee productivity with new tools and technologies.
- Coordinated with external vendors to procure hardware/software solutions that met organizational needs while adhering to budgetary constraints.
- Conducted regular maintenance on computer systems, ensuring optimal operation and minimizing downtime.
- Set up PCs, projectors, and microphones for use in video conferencing rooms..
- Installing and configuring network hardware, such as routers, switches, and firewalls.
- Monitoring network performance, system availability, and reliability.
- Troubleshooting and resolving network issues, including hardware and software problems.
- Collaborating with other IT professionals to develop and implement network security measures.
- Conducting regular network maintenance, including updating software and hardware.

Education

AI in Software Engineering Certificate, <i>Power learn Project(PLP)</i>	07/2025 – Present
Bachelor's Degree in Computer Science, <i>Presbyterian University of East Africa</i> Second Class, Lower Division.	2019 – 2023
Kenya Certificate of Secondary Examination, <i>St. Anthony's Boys High School Kitale</i> B Plain	2015 – 2018
Kenya Certificate of Primary Education, <i>Baraka Boys Primary School</i> B plain	2010 – 2014

Skills

Network Administration

- Designing and implementing a network infrastructure based on organizational requirements.
- Installing and configuring network hardware, such as routers, switches, and firewalls.
- Monitoring network performance, system availability, and reliability.
- Troubleshooting and resolving network issues, including hardware and software problems.
- Collaborating with other IT professionals to develop and implement network security measures,
- Conducting regular network maintenance, including updating software and hardware.
- Documenting network configurations, processes, and procedures.

AWS

Cloud computing
Cloud services
Amazon Web services
Cloud Platform

Microsoft 365 Mail Management

- Mail setup.
- Setting up automatic replies.
- Archiving old emails.
- Backup.
- Maintain User Management.

System administration

- Knowledge of different operating systems, such as Linux, Windows and MacOS.
- Being able to identify and fix technical issues quickly.
- Being able to troubleshoot network issues.

Server Management

- Set up, monitor, and optimize network performance and security.
- Troubleshoot software glitches, hardware malfunctions, and user errors.
- Use network troubleshooting tools like ping, traceroute and netstat.
- Backup and restore.
- Virtualization,

Web Development and Design

- Front-end web development and responsive web design with HTML, CSS (bootstrap).
- Knowledge of server-side language and API Development in Python (Django).

Certificates

AWS Certified Cloud Practitioner

Data Protection Certificate

CIPIT, Strathmore

Cisco Introduction to Cybersecurity