

GEORGE KOIKAI

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SUMMARY

- Energetic self-starter with experience in customer relations, social media management and marketing, virtual assistant services, ICT support including networking, maintenance and repair.
- Excels in providing exceptional service to clients, especially skilled with handling challenging customers.
- Completed a Diploma in Information Communication Technology.
- Completed a course in Virtual Assistance

EDUCATION

DIPLOMA, Information Communication Technology Rift Valley Institute of Science and Technology - November 2024

WORK EXPERIENCE

ICT Trainee

September 2023 – March 2024

Networking Intern

Novak Solutions – Nakuru, Kenya (September – November 2023).

- Maintained and repaired the network and installed the systems (Point of Sales).

VOLUNTEER ACTIVITIES

THE TECH INTERACTIVE CHALLENGE

September 2024

Supporting 200+ students in overcoming real-life challenges through an intensive tech-building program during The Tech Interactive Challenge.

SKILLS

Soft skills

- Customer relations
- Virtual Assistance
- Team Collaboration

Technical Skills:

- Data Entry
- Network Maintenance
- Database Creation & Management
- UI Design & Maintenance
- Social Media Marketing

INTERESTS

- Light coding
- Photography
- Regional Development
- UI Design
- Database Management

LANGUAGES

- Kiswahili - Native
- English - Expert
- French - Conversational

Referees

Available upon request