

# 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**