AUSTINE OJUMA

JUNIOR IT SUPPORT ASSISTANT

About Me

Motivated and passionate ICT graduate seeking an entry-level or volunteer position to continue building hands-on skills in IT support and web development. Committed to delivering reliable technical support and creating user-friendly digital solutions

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✉️ austineojuma@gmail.com

📍 Nairobi ,Kenya

Language

- English
- Kiswahili

Experience

Pure Boutique Supplies Limited
Industrial Area - Nairobi
11/2024 - Present

- Posting invoices in QuickBooks and managing ETR (Electronic Tax Register) invoicing.
- Manual and QuickBooks-based stock posting to maintain accurate inventory records.
- Handling petty cash transactions and keeping clear, accurate records.
- Managing stock receiving and release processes.
- Preparing debtor statements in QuickBooks and maintaining a cheque register.
- Generating daily financial and inventory reports for management review.
- Managing company computers, office tools, and IT infrastructure

Easy coach Bus Company
Head office - Nairobi
01/2023-03/2023

- Fleet system Management
- Fuel Management
- Evaluated software and hardware to recommend improvements or upgrades
- Data entry and Inventory Record Keeping
- Assisted customers with technical support inquiries, troubleshooting
- Vehicle Cost Analysis
- Vehicle Tracking

Personal Attributes

- Eager to learn and grow professionally
- Strong communication and teamwork skills
- Adaptable and tech-savvy
- Detail-oriented and proactive

Personal Attributes

- IT Support & Troubleshooting
- Windows & Basic Networking
- Microsoft Office & Google Workspace
- Website Design (HTML, CSS, Bootstrap)
- Git & GitHub
- Basic Graphic Design (Canva)
- Software And Device Installations
- Inventory Record Keeping
- Quick books
- Social Media Marketing
- User Training

Experience

West Kenya Union Conference Of Seventh Day Adventist Church Head Quarters - Kisumu
01/2021-04/2021

- Diagnosed and repaired computer systems, including laptops, desktops,tablets,printers, networks.
- Resolved internet connection problems for users both inside and outside of the office network
- Performed daily system checks to ensure optimal performance of all computer systems.
- Provided assistance in setting up new computers, printers, and other IT-related equipment.
- Created user accounts in active directory as needed by team members or clients
- Upgraded existing hardware

Education

The Nyeri National Polytechnic
Diploma In Information communication & Technology
2023 - 2024

The Nyeri National Polytechnic
Certificate In Information communication & Technology
2019 - 2022

Projects & Portfolio

Github Links:
https://austine254.github.io/Austine-Ojuma/
https://austine254.github.io/Pure-Boutique-Supplies/
https://austine254.github.io/Julioskydreadlocs/

Referees

Mr.James Ngemu ICT fleet Systems Manager,Easy Coach Bus Company Phone:0724228139 Email:jamesngemu@yahoo.com

Mr.John Marande IT Manager,West kenya union Conference Phone:0737784444 Email:marandej@wku.adventist.org