

# BOAZ ODERO MITO

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261- 40305, Mbita

## SUMMARY

A Business Information Technology graduate with experience in web development and Data analysis, I bring a strong combination of technical and administrative skills. I have proven expertise in Data Entry, Network Administration, Tax Administration, and Customer Relationship Management, along with hands-on experience in web development projects. My skills in Web Development has equipped me with up-to-date knowledge of front-end and back-end technologies, enabling me to create user-friendlies, efficient websites. I am proficient in leveraging tools like Python, MySQL, and Microsoft Excel for data cleaning, analysis, and visualization and I am passionate about utilizing my diverse skill set to drive business solutions and enhance customer engagement. My goal is to contribute to innovative IT solutions that improve business processes and customer experiences.

## PROFESSIONAL EXPERIENCE

### HomaBay County - Ministry of Health, Enumerator

July 2024 - August 2024

- Identified enumeration area boundaries and conducted household verification, successfully enumerating over 1400 households with a 100% completion rate.
- Reported field challenges promptly to team supervisor, leading to a 35% faster resolution of issues.
- Administered Community Lead Total Sanitation (CLTS) questionnaires to households and accurately recorded responses achieving a 98% data accuracy rate.
- Managed and submitted all data collection materials post enumeration, ensuring 100% compliance with data handling protocols.

### Kenya Revenue Authority (KRA)

June 2022 – December 2023

#### *Responsibilities*

- Compiled and analyzed taxpayer data to facilitate risk profiling for audits.
- Supported the technical team in ensuring the integrity of data and systems used for tax management.
- Provided comprehensive training to new taxpayers on tax obligations and filing procedures.
- Created detailed reports and supported technical submissions for tax assessments and objection reviews.

- Registered and onboarded new taxpayers, facilitated the filing of various tax returns such as Income Tax, VAT and Turnover Tax.
- Collaborated with teams to design workflows that enhanced the accuracy and efficiency of data handling..

### **Qualit Trading Company, Cashier**

**November 2021 – May 2022**

#### *Responsibilities*

- Accurately processed 100% payments both cash and credit, ensuring accuracy in pricing and quantities.
- Handled transactions using POS systems, ensuring smooth operations.
- Provided receipts, refunds and change as needed.
- Ensured accuracy in transaction records, leading to a 100% error-free reconciliation process.
- Ensured adherence to company accounting procedures while processing various payments methods.
- Exceeded the sales target by 23% during the peak holiday season in December 2021.

### **County Government of Bungoma, Attache'**

**January 2021-March 2021**

#### *Responsibilities*

- Installed software applications and programs as required.
- Conducted routine hardware maintenance tasks to ensure optimal performance.
- Managed mail dispatch operations efficiently.
- Utilized troubleshooting skills to address technical issues and resolve them promptly.
- Configured and maintained network settings to ensure seamless connectivity.

### **Equity Bank, Wings to Fly Programme, Mentor (Volunteer)    December 2016-November 2020**

#### *Responsibilities*

- Provided guidance and assistance to mentees, aiding them in navigating challenges.
- Shared extensive experience and expertise with mentees to foster their development.
- Offered constructive feedback to aid mentees in their personal and professional growth.

## EDUCATION

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**Bachelor of Business Information Technology (BBIT)**

**September 2016 – May 2021**

*Taita Taveta University*

**Kenya Certificate of Secondary Education (KCSE)**

**February 2012 – November 2015**

*Ratang'a Secondary School*

**Kenya Certificate of Primary Education (KCPE)**

**February 2010 – November 2011**

*Ogande Junior Academy*

## PROFESSIONAL SKILLS

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- Persuasive communicator with a track record of negotiation success.
- Network Configuration and administration (LAN, WAN)
- Web Development (HTML, CSS, Bootstrap)
- Excellent expertise in POS systems
- Software Development (JavaScript, Python)
- Excellent time management and organizational skills
- Troubleshooting and technical support
- Database Management & Data Entry (MySQL)
- Data Analysis
- Tax Administration

## CERTIFICATION

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**Integrated Software And Web Development**

**September 2024 - December 2024**

*Modcom Institute of Technology*

## REFERENCES

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**Ms. Esther Waweru**, Supervisor, Kenya Revenue Authority  
[Esther.waweru@kra.go.ke](mailto:Esther.waweru@kra.go.ke), +254728667273

**Mrs. Rose Latenya**, Assistant Manager, Kenya Revenue Authority  
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**Mr. Benard Miringu**, Equity Bank Coordinator, Equity Bank  
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