



CHARLES MAINA

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charles-maina



61-50100, Kakamega

EDUCATION

Bachelor of Science in Information Technology.

Masinde Muliro University of Science and Technology.

Graduated: December, 2024.

Second Class Honors, (Upper Division).

TECHNICAL SKILLS

- Programming and Web Development: Python, PHP, HTML5, CSS3, Javascript.

- Networking and Hardware LAN/WAN setup, Network troubleshooting, Router and Switch configuration.

- Operating Systems (OS): Windows, Linux; Updates, Installations, Patching.

- Applications: MS Office Suite, Google Workspace, Antivirus Systems.

- Technical IT Support: User accounts setup, Computer assembly, Hardware and peripheral configurations.

- Database administration.

SOFT SKILLS

- Teamwork.
- Fast Learner.
- Collaboration.
- Problem Solving.
- Strong Communication

FLUENT IN

- English.
- Swahili.

PROFESSIONAL OBJECTIVE

Detailed-oriented and proactive Information Technology graduate with Upper-Class Honors. I possess hands-on experience in system administration, web development, networking, and hardware maintenance. I am passionate about system reliability, cybersecurity, and network optimization, with a keen ability to learn and adapt to new technologies. I bring strong problem-solving, teamwork, and communication skills, complemented by an empathetic approach to end-user support.

PRACTICAL EXPERIENCE.

ICT INTERN : DONGPENG (EAST AFRICA) CO. LTD.

ICT Department – (May - September, 2025).

- Network Administration:** I took part in LAN setup, router configurations and troubleshooting network issues.
- Database Management:** I assisted in developing and managing internal databases for staff and product information tracking.
- Graphic Design:** Designed digital graphics, products banners, and marketing materials for online promotions.
- Team collaboration:** Worked closely with the ICT department to ensure system reliability and contribute to projects such as web development and graphic designs.

IT ATTACHEE : COUNTY ASSEMBLY OF KAKAMEGA.

ICT Department – (May - September, 2023).

- System Installation and Configuration:** I set up and configured new computers, printers, and networking devices to ensure smooth office operations.
- Data BackUp and Security:** I implemented routine data backup procedures and supported data protection measures within the county assembly.
- Inventory documentation:** I maintained accurate records of maintenance, configurations and IT assets.

CERTIFICATIONS.

- Web Applications architecture – The Open University.
- Information Security – The Open University.
- Inclusive Leadership – The Open University.

REFERENCES.

- Mr. Peter Mutoka.
ICT Officer,
Kakamega County Assembly.
0722387212.
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- Mrs Rose Chelagat.
ICT Officer,
DongPeng (EA) Co. LTD.
0703302779.
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