



# CHARLES MAINA

Software Engineer, Network Admin, Graphic Designer, Cybersecurity Specialist.

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🌐 charles-maina.github.io in charles1maina 🏠 61-50100, Kakamega

## EDUCATION

**Bachelor of Science in Information Technology.**

Masinde Muliro University of Science and Technology.

Graduated: December, 2021  
Class Honors.

## 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

Detail-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.

🕒 IT INTERN : DONGPENG (EAST AFRICA) CO. LTD.  
Online & Onsite (Since April, 2025).

- Network Administration: I actively configure LAN, Intranet, router configurations and troubleshooting network issues.
- Database Management: I am in charge of developing and managing internal databases for staff and product information tracking.
- Graphic Design: I design digital graphics, products banners, and marketing materials for online promotions and media.
- Team collaboration: Works 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.  
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🕒 Mr. Maina  
ICT Officer,  
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