



# CHARLES MAINA

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🌐 charles-maina.github.io in 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

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.

### ○ 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.  
@pmutoka@gmail.com.

- Mrs Rose Chelagat.  
ICT Officer,  
DongPeng (EA) Co. LTD.  
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