



Dodman Njuguna

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Profile

I am an IT professional with a Diploma in Information Communication Technology. I have had the opportunity to work in several companies like Sanlam Insurance, The Kenya National Examinations Council (KNEC), The Independent Electoral and Boundaries Commission (IEBC) providing IT support to the latter. I am skilled in various areas including CyberSecurity, Linux OS, Videography, Video Editing, Networking, Windows OS, Installation, Configuration and Maintenance of Systems and Softwares, Microsoft Office packages, Web development and Design, and Computer maintenance.

Education

2019 – 2022 Nairobi, Kenya	Diploma in Information Communication and Technology, <i>Beam International Training Center</i>
2018 – 2019 Nairobi, Kenya	Certificate in Information Communication and Technology, <i>Beam International Training Center</i>
2017 – 2017 Nairobi, Kenya	Certified Computer Proficiency Professional, <i>KCA University</i>
2013 – 2016 Machakos, Kenya	Kenya Certificate of Secondary Education, <i>Milaani Secondary School</i>

Organisations

2023 – present Nairobi, Kenya	Internet Society Kenya Chapter, <i>Member</i> The Internet Society is a global nonprofit empowering people to keep the Internet a force for good: open, globally connected, secure, and trustworthy.
2019 – present Nairobi, Kenya	Nairobi Christian Center -KAG Bahati, <i>Videographer, Video Editor, IT Technician and Photographer</i> This is a church based organisation. I volunteer in the Digital Team Department as a part-time videographer, Video Editor, Photographer, and Full-time IT Technician.

Professional Experience

11/2022 – present Nairobi, Kenya	Pension Administrator Assistant, <i>Pension & CB Dept. Sanlam Insurance Co.</i> To ensure that schemes are managed as per the RBA guidelines and to ensure proper scheme documentation as required by law. Also ensuring Tax compliance as per the KRA Tax Act. Skillfully administering to clients in the pension funds through efficient and high standards of customer service.
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10/2022 – 10/2022 Nairobi, Kenya	Underwriting Assistant Intern, <i>Underwriting Dept. Sanlam Insurance Company</i> My roles as an underwriting assistant is to evaluate information about the potential client (i.e., age, phone number, ID number, email address, etc. as well as provide research and clerical support to the underwriters to determine whether clients qualify for insurance policies, loans, or other financial services.
08/2022 – 10/2022 Nairobi, Kenya	Data Assistant Intern, <i>Sanlam Insurance Company</i> My main objective was to review, sort, check if documents have been scanned, record, file and prepare the files for archiving. I have come across many technologies and scenarios that have challenged me into becoming more organized, on point and knowledgeable.
08/2022 – 08/2022 Nairobi, Kenya	Presiding Officer, <i>Independent Electoral and Boundaries Commission (IEBC)</i> I was tasked with setting up and presiding over a polling station with over 600 voters. In addition to this, I had six IEBC staff under my supervision for 8 days in total. This was a very good opportunity as it taught me how to handle myself under real pressure.
06/2022 – 07/2022 Nairobi, Kenya	IT Support, <i>Independent Electoral and Boundaries Commission (IEBC)</i> My role as the IT Support and Supervisor was to ensure that the group of working IEBC clerks over 300 of them had full technical support, I also dealt with the following: exchanging faulty laptops, fixing faulty laptops, Fixing connectivity issues. I was situated at the BOMAS of Kenya during this time and I learnt a lot about troubleshooting machines.
05/2022 – 06/2022 Nairobi, Kenya	Voter Verification Clerk, <i>Independent Electoral and Boundaries Commission (IEBC)</i> My role as a Voter verification clerk was to ensure that people came to verify their election status as well as educate them on the voting process. My station had a success rate of 90% in total verified voters.
11/2021 – 11/2021 Nairobi, Kenya	Exam Invigilator, <i>Kenya National Examinations Council (KNEC)</i> I was tasked with Invigilating students sitting for the KNEC Business Exams. The process was smooth even though the total number of students sitting for that exam were over 1000. It was a success at the end.
02/2020 – 06/2020 Nairobi, Kenya	Data Cleaner, <i>Sanlam Insurance Company</i> I was tasked with data cleaning in the Sanlam Life Department. This included ensuring that all the documents handed to me were correct and in line with the companies regulations.
09/2019 – 12/2019 Nairobi, Kenya	Cashier, <i>Betin</i> My role at the business was a cashier. I handled all the money coming in and going out as well as made deposits at the bank. Sometimes did technical jobs like computer maintenance and configuration.
06/2017 – 08/2017 Nakuru, Kenya	Store Manager, <i>Kanini Enterprises</i> I was tasked with ensuring that all the goods in my store were in order and in maintaining the records from my store and feeding them to the company's database.

Courses

05/2023	Treating Customers Fairly (TCF), Sanlam Insurance Company This is a framework initiated by the Financial Services Board (FSB) and adopted by Insurance Regulatory Authority (IRA) and it's approach is to ensure that specific and clearly articulated fairness outcomes for customers are delivered by regulated financial entities.
03/2023	Introduction to Python Programming, DataQuest This is an introduction to core programming concepts like data structures, conditionals, loops, variables and functions as well as an overview of the various tools available for writing and running Python.
01/2023	Start and Run an Online Business, Oxford Home Study This online short course, is designed to efficiently and effectively equip and prepare any one wanting to start an online business venture.
01/2023	Risk Management Awareness, Sanlam Insurance Company This online course focusses on empowering the learner with the ability to manage risks that may arise in an organisation.
01/2023	Code of Ethical Conduct, Sanlam Insurance Company This course teaches the learner on how to conduct themselves ethically around the workplace.
12/2022	AML Awareness, Sanlam Insurance Company This course is based around creating awareness to the learner on Anti-Money Laundering and Combating the financing of Terrorism.
11/2022	Risk Training, Sanlam Insurance Company This course exposes the learner to the risk culture, reponse, reporting and escalation.
11/2022	Group Data Protection Policy, Sanlam Insurance Company This course provides in-depth knowledge on Data Protection and Privacy as well as introducing the learner to the Data Protection Acts.
06/2022	Introduction to CyberSecurity, Kenyatta University, Cisco Networking Academy This Cisco course provides the learner with knowledge on cyber threats, their impacts, detection and how to defense against them.
06/2022	Introduction to IT & Cybersecurity, Cybrary This course provides the necessary information required to anyone wanting to start a career in IT and Cybersecurity.
06/2022	Welcome to the Penetration Tester Career Path, Cybrary This course provides the learner with a basic understanding of penetration testing and how to embark on taking the pentesting career path.
01/2022	Always Prepared: The Keys to Building a Skilled Cybersecurity Team, Cybrary This course focuses on teaching the learner how to always be prepared and on how to build a skilled cybersecurity team.

Skills

Cyber Security



Basic knowledge in penetration testing and securing devices.

Video Editing



Skilled in the art of cutting footage to produce meaningful outputs.

Networking



Basic level networking skills.

Linux OS



Intermediate knowledge in using the Linux operating system.

Windows OS



Intermediate knowledge on the Windows operating system as well as using it.

Web Development and Design



Basic knowledge in web development and design.

Photography



Intermediate knowledge in capturing good quality photos ensuring that those moments are immortalized.

Cinematography



The art and technology of motion-picture photography. .

Interests

Technology

Being up-to-date with the latest technological trends.

Drumming

Playing the drums

Swimming

I enjoy swimming.

Football

I like playing football as a goal keeper.

Travelling

I like travelling all over the world.

Art

I love making art, drawing on a canvas.

References

Fredrick Gitahi, Senior Pastor, Nairobi Christian Center
0721890151

James Ndung'u, Pensions Manager, Sanlam Insurance Company
0725306318

Kelvin Roman, Full Stack Developer, Independent Electoral and Boundaries Commission (IEBC)
0718148637

Elijah Arisi, Principal, Beam International Training Center
0722401694

Emmanuel Atambo, ICT Lecturer
0712613054