

EMMANUEL KAGIA

PERSONAL INFORMATION.

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PERSONAL STATEMENT/PROFILE

A motivated individual developed a strong foundation of knowledge and skills, hence becoming a valuable asset in the IT industry. Have been involved in the IT field for 3 years and have a deep understanding of aspects of IT, including Cybersecurity, Systems administration, project management and software development. Possess a diverse range of relevant skills thus becoming well-rounded in the IT domain. With strong foundation in cyber security, am committed in staying updated with the latest industry trends and technologies.

WORK EXPERIENCE

Information Technology Trainee

The Saccos Societies Regulatory Authority(SASRA), Nairobi

Kenya

May 2023 – July 2023

Roles

- Streamlined and optimized ICT infrastructure, resulting in a 50% reduction in downtime and saving the company 100+ hours of productivity monthly.
- Integrated and customized third-party systems, enhancing cross-functional collaboration and reducing manual data entry by 60%.
- Implemented robust security measures to safeguard the Authority's information assets against losses resulting in zero data breaches or financial losses over a five-year period.
- Streamlined and optimized facilities for electronic voice and email communications, resulting in a 20% maintenance cost reduction and ensuring seamless information flow across internal and external stakeholders.

- Executed a comprehensive ICT strategy utilizing email, video conferencing, and collaborative platforms, resulting in a 40% reduction in response time and enhanced collaboration between SASRA and Saccos.
- Led the initiative to leverage ICT platforms for education and training, enabling SASRA employees and officials to access self-paced learning resources, leading to a 35% increase in employee engagement and skills development.
- Spearheaded knowledge sharing on ICT matters, equipping SASRA staff and stakeholders with the skills to streamline processes, resulting in a 30% reduction in operational costs.
- Advised SASRA on the development and implementation of ICT policies and strategies, leading to a 25% increase in operational efficiency and a 15% reduction in IT maintenance costs.
- Researched and analyzed emerging ICT trends and technologies and recommended implementation strategies to drive operational efficiency and save 15+ hours per week.

EDUCATIONAL QUALIFICATION

September 2020 to date : Dedan Kimathi University of Technology

Attained : Bachelor of Science in Business Information Technology

January 2020 –March 2020 : St Joseph Mukasa College

Attained : Computer Packages

ACHIEVEMENTS

- Attained a solid foundation in cybersecurity essentials, encompassing cybersecurity administration, threat analysis, system safeguards, and network defense, following completion of the rigorous Introduction to Cybersecurity course.
- Demonstrated mastery of vulnerability assessment, risk management, and incident response principles through successful completion of the Cyber Threat Management certification.
- Acquired ABSA Ready to Work certification, showcasing aptitude in essential business and proficient such as financial literacy, influential communication, and collaborative teamwork.
- Demonstrated expertise in essential IT support skills, including troubleshooting, system administration, and networking, by obtaining the Google IT Support Professional certificate.

SKILLS

Technical Skills:

- Cybersecurity administration
- Threat analysis
- Vulnerability assessment
- Incident response
- Project management.

Hard skills:

- Collaborated with classmates to design and develop two mobile applications, demonstrating technical skills and creativity.
- Mentored primary school students on life skills and academic subjects, empowering students to reach full potential.
- Resolved complex technical issues, increasing efficiency and reducing downtime.
- Persuaded large groups to support new initiatives through engaging presentations.
- Identified and solved problems demonstrating drive and initiative to improve efficiency and customer satisfaction.
- Avid photographer with expertise in capturing and editing images.

CERTIFICATIONS

- JavaScript Essentials 1 certification
- Python Essentials 1 Certification
- Introduction to Cybersecurity Certification
- Cyber Threat Management certification
- Google IT support Professional certificate
- Certification on supporting Out of Africa International Film Festival
- Certification on ABSA ready to work program

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MAELEZO BINAFSI

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TAARIFA BINAFSI/MAELEZO BINAFSI

Mtu mwenye motisha aliyeendeleza msingi imara wa maarifa na ujuzi, hivyo kuwa mali muhimu katika tasnia ya Teknolojia ya Habari. Nimekuwa katika tasnia ya IT kwa miaka 3 na nina ufahamu wa kina kuhusu IT, ikiwa ni pamoja na Usalama wa Mtandao, Usimamizi wa Mifumo, usimamizi wa miradi, na uendelezaji wa programu. Nina ujuzi mbalimbali unaofaa, hivyo kuwa mtu mwenye ujuzi katika uga wa IT. Nikiwa na msingi imara katika usalama wa mtandao, nina azimio la kusasisha mwenyewe na mwelekeo na teknolojia za hivi karibuni katika tasnia.

UZOEFU WA KAZI

Mwanafunzi wa Teknolojia ya Habari

Mamlaka ya Udhhibiti wa Vyama vya Akiba na Mikopo (SASRA), Nairobi Kenya

Mei 2023 - Julai 2023 **Nafasi:**

- Nilipunguza na kuongeza ufanisi wa miundombinu ya ICT, ikisababisha kupungua kwa 50% ya muda wa kutokufanya kazi na kuokoa kampuni saa 100 au zaidi za uzalishaji kila mwezi.
- Niliunganisha na kubinafsisha mifumo ya watu wa tatu, ikiboresha ushirikiano wa kuvuka kazi na kupunguza kuingiza data kwa mkono kwa 60%.
- Nilitekeleza hatua madhubuti za usalama kulinda mali za Mamlaka dhidi ya hasara, ikisababisha kutokuwepo kwa ukiukwaji wa data au hasara za kifedha kwa kipindi cha miaka mitano. • Niliunda na kuongeza ufanisi wa vifaa vya mawasiliano ya sauti na barua pepe za kielektroniki, ikisababisha kupungua kwa gharama za matengenezo kwa 20% na kuhakikisha mzunguko wa habari bila kipingamizi kati ya wadau wa ndani na nje.
- Niliendesha mkakati wa ICT kwa kina kwa kutumia barua pepe, mikutano ya video, na majukwaa ya ushirikiano, ikisababisha kupungua kwa 40% kwa muda wa kujibu na ushirikiano ulioboreshwa kati ya SASRA na Saccos.

- Niliiongoza kampeni ya kutumia majukwaa ya ICT kwa elimu na mafunzo, kuruhusu wafanyakazi na maafisa wa SASRA kupata rasilimali za kujifunza kwa kujitegemea, ikiongoza kwa kuongezeka kwa ushiriki wa wafanyakazi kwa 35% na maendeleo ya ujuzi.
- Niliongoza kwa kushirikisha maarifa kuhusu masuala ya ICT, kuwajengea wafanyakazi wa SASRA na wadau ujuzi wa kusonga mbele katika kuboresha mchakato, ikisababisha kupungua kwa 30% kwa gharama za uendeshaji.
- Nilipendekeza kwa SASRA juu ya maendeleo na utekelezaji wa sera na mikakati ya ICT, ikiongoza kwa kuongezeka kwa ufanisi wa uendeshaji kwa 25% na kupungua kwa gharama za matengenezo ya IT kwa 15%.
- Niliyachunguza na kuyachambua mwenendo na teknolojia za ICT zinazoibuka na kupendekeza mikakati ya utekelezaji ili kusukuma ufanisi wa uendeshaji na kuokoa saa 15 au zaidi kwa wiki.

ELIMU

Septemba 2020 hadi sasa : Chuo Kikuu cha Teknolojia cha Dedan Kimathi
Nimepata : Shahada ya Sayansi katika Teknolojia ya Habari ya Biashara

Januari 2020 - Machi 2020 : Chuo cha St Joseph Mukasa Nimepata
:Vifurushi vya Kompyuta

MAFANIKIO

- Nilipata msingi imara katika misingi ya usalama wa mtandao, ikiwa ni pamoja na usimamizi wa usalama wa mtandao, uchambuzi wa vitisho, kinga za mfumo, na ulinzi wa mtandao, baada ya kumaliza kozi ngumu ya Uzinduzi wa Usalama wa Mtandao.
- Nilidhihirisha ujuzi wa tathmini ya udhaifu, usimamizi wa hatari, na kanuni za kutoa majibu kwa tukio kupitia kumaliza kwa mafanikio udhibitisho wa Usimamizi wa Tishio la Mtandao. • Nilipata cheti cha ABSA Ready to Work, kikionyesha uwezo katika biashara muhimu na ustadi kama vile uhamasishaji wa kifedha, mawasiliano yenye ushawishi, na kufanya kazi kwa ushirikiano.
- Nilidhihirisha utaalamu katika ujuzi muhimu wa usaidizi wa IT, ikiwa ni pamoja na kutatua matatizo, usimamizi wa mfumo, na uundaji wa mtandao, kwa kupata Cheti cha Msaada wa IT cha Google.

USTADI

Ujuzi wa Kiufundi:

- Usimamizi wa Usalama wa Mtandao

- Uchambuzi wa Vitisho
- Tathmini ya Udhaifu
- Kutoa Majibu kwa Tukio
- Udhibiti wa Mradi

Ujuzi wa Kazi:

- Nilishirikiana na wanafunzi wenzangu kutengeneza na kukuza programu za simu mbili, nikiwaonyesha ujuzi wa kiufundi na ubunifu.
- Niliwaongoza wanafunzi wa shule ya msingi katika stadi za maisha na masomo, kuwawezesha wanafunzi kufikia uwezo wao kamili.
- Nilitatua matatizo magumu ya kiufundi, kuongeza ufanisi na kupunguza muda wa kutokufanya kazi.
- Niliwashawishi makundi makubwa kusaidia mipango mipya kupitia mikutano yenye kuvutia.
- Niligundua na kutatua matatizo, nikiwaonyesha kujituma na jitihada za kuboresha ufanisi na kuridhika kwa wateja.
- Mpiga picha mwenye shauku na ujuzi katika kukamata na kuhariri picha.

VYETI

- Cheti cha Msingi cha JavaScript 1
- Cheti cha Msingi cha Python 1
- Cheti cha Uzinduzi wa Usalama wa Mtandao
- Cheti cha Usimamizi wa Tishio la Mtandao
- Cheti cha Msaada wa IT cha Google
- Cheti cha Kusaidia Tamasha la Kimataifa la Filamu la Out of Africa
- Cheti cha Mpango wa ABSA Ready to Work

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MAÛNDŪKO MŪRUMA

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MŪRŪITHI WA RŪCHIE

Wendo wa gwika wa mŭtumia wendo mŭkŭrĩo wa ũhoro wa maarifa na maithe na mbere wa kŭrĩmwo ũhenya ũrĩa ũhuro wa IT. Nĩ tŭrutio na mŭrĩithi wa ũhoro wa IT kwa miaka 3 na nĩteire ngucokia ũndũ wa IT, ũngĩkio wa Cybersecurity, Gĩthuĩ wa gĩkwaĩya wa mŭhoro wa maĩtĩ, kŭrĩma maĩthĩria, na ũndũ wa maendeleo ya programu. Nĩmwarĩre nĩdũteire ngucokia wa maithe mŭkŭrĩo nĩguĩrĩkio wa IT. Na ũthimo ũrĩa Cybersecurity mŭtiko, nĩmena nĩkĩũtũkĩa ũgũkwĩrĩrwo mŭheho wa ũganagwo kwa maendeleo makĩrarĩ na makĩtĩkũ kŭra na taenege a mahũndĩ.

MŪRŪIRU WA KAZI

Gĩkũyu-inĩra wa IT

Njamba ya Udĩgerera wa SACCO (SASRA), Nairobi Kenya

Mai 2023 - Mũgeni 2023

Gĩkambarĩra:

- Naumagwo na naũgĩrĩa mŭgĩkũ wa IT, ũũra na gũgĩtĩria ũhenya wa 50% na ũugĩrĩa thĩ rĩa ũmwaka marĩ bŭrũri wa ũnene wa ngĩwĩrĩtĩrĩ wa mŭthenya.
- Naunganagwo na kŭrĩma nĩkŭrĩitha na kũgaũka mŭgĩka wa tũtu wa maĩwĩ, ũtheri na mŭorere wa maĩko mŭkŭrĩo wa kũugĩrĩa wendo wa mahua nĩkũndambathĩra kŭrĩrĩtĩria maĩkĩnwa ĩya maĩma.
- Naũguĩria mŭrumbira wa gĩkwaĩya wa kŭrĩo wa rĩngĩkĩrĩ rĩa mŭthenya kŭmŭrĩga mŭrĩkĩ wendo wa hĩtũ na ũmburathi wa ngwenda wa habĩri marĩtwa na gĩkĩnyu kŭrĩa na gĩcũrĩ na gĩteĩtwarĩro.

- Naumagwo na kũgĩteire ũhera wa ngwenda mũrũ wa gĩkwaĩya wa barua na mũhoru wa bũri wa kuonjererio wa thĩ gũkaĩthamaga maĩmbĩrĩo ya mũcĩeko wa maithani na mũreithi wa rũmenye maithe mwene gũteĩtwarĩra.
- Naũguĩria na kũrĩmwo wa kũrĩũra wa gĩkwaĩya wa ICT wa kũtaithamaga barua pepe, mũteremuko wa video, na tũmarĩmbo taũrĩ wa habĩri, ũtheri na gũkĩungĩrwo wa wendo wa ũrĩmwo wa SASRA na SACCOs.
- Naũgũngatia ũgũkĩmu wa ICT wa gũcooragwo na wa mũrume, ũtheri na gũpĩtithia wafanyakazi wa SASRA na maafisa wa tũtu wa mahua thĩ cia kũrekeeria ũhenya wa 30% wa ũratimĩ wa ũrĩrĩria.
- Naũkũra na naũrathagia gĩcetha wa mũhoru wa ICT na gũteremwo maũgĩ wa ICT na thĩguceire ũndũ wa kũrĩmwo wa wendo na kũkuota saa 15+ ũĩ wa wikĩ.

KOORO

Septemba 2020 hadi tũrĩtũ : : Ūniversitĩ ya Technology ya Dedan Kimathi

Nĩgaĩthwo : Bũrũri wa Sayensi wa Biashara wa Maũrĩ wa Mũthenya wa Habĩri

Januari 2020 - Machi 2020 : Chuo cha St Joseph Mukasa

Nĩgaĩthwo : Maũrĩria wa Nĩtikĩ wa Kompyuta

MIA

- Nĩgaĩtha kũrĩmwo wa ũhenya wa mahua nĩmũrata wa Cybersecurity, nĩhumburagwo Cybersecurity administration, Gũkamathire mũthenya, Ūndũ wa kũmenyererio wa thĩhũ, na Ūndũ wa gĩkwaĩya wa habĩri ya maĩtĩ nĩtũngo maũrĩo wa kũonjererio wa tauma mũhoru wa Cybersecurity.
- Nĩdaũkanyĩria thayũ wa mũrumbira wa rũmwe na kũũmenyererio wa mathaitũkĩ wa ngwenda wa thayũ ũtheri na gũrumburatha maũkĩrĩ wa gũkĩarĩra ũndũ wa maithani, ũrĩa nĩtũngo wa kũmũrata wa Cyber Threat Management.
- Nĩnĩgaĩtha cheti cia ABSA Ready to Work, ũthuramwo ũhenya wa biashara na maingĩ aikarĩkĩ, mũthuramwo uhamasĩka wa bũrũ wa kĩrĩrĩro, na ũmburathi wa gũkamurata wa ũrĩmwo wa maigĩathi.
- Nĩnĩdaũkanyĩria ũthimo wa maingĩ aikarĩkĩ wa IT, ũthuramwo kũra na kũkĩambũria wa gũgĩteire thayũ wa mahua, gũrumburatha ũrĩa nĩkĩũgĩmwo na cheti cha Google IT Support Professional.

MŪTHAMAKO

Maitĩrĩ aya Kĩrĩmwo:

- Gĩkwaĩya wa Cybersecurity administration
- Ũkamathire mũthenya
- Gũkamathire mũcũrĩ wa ngwenda
- Ũndũ wa gĩkwaĩya wa habĩri ya maĩtĩ • Ũndũ wa kũrĩma thayũ rĩa gĩkamathire **Maitĩrĩ mũrũ:**
- Nĩkũrĩmwo na mahua nĩkũrĩrĩria tauma mbili wa mahua ya simu, ũtheri na gũgĩtarĩa ũthimo maitĩrĩa na ũrĩkũko.
- Nĩndũgĩrĩra ũgĩgũkwa nĩkũtarĩa mahua maku rĩkwa mũmwetũ wa tauma na maingĩ aikarĩkĩ, ũthuramwo mahua kũrĩrĩria ũndũ wa kũmarĩwa.
- Nĩtauma maingĩ mũrũ wa maithani mũkũrĩa na gũgĩtarĩa thayũ wa mũhoru, ũtheri na ũrĩrĩria ũgũkĩmwo.
- Nĩũhagwo na ũmwe wa thayũ wa gĩcetha rĩa mũnene kũkũkoĩ rũgĩtĩ ya mahua mũkũrĩo.
- Nĩũtemagwo na gũtauma magĩ mũkũrĩo, nĩtheri na ũgaũrĩa ũgũkamathire thayũ wa mahua na ũgũkwĩrĩrwo wa ũrĩrĩ wa wendo wa tũrĩki.

MATHAAI

- Cheti cha JavaScript Essentials 1
- Cheti cha Python Essentials 1
- Cheti cha Uzinduzi wa Cybersecurity
- Cheti cha Usimamizi wa Tishio la Mtandao
- Cheti cha Msaada wa IT cha Google
- Cheti cha Kumuonjereria Tamasha la Kimataifa la Filamu la Out of Africa
- Cheti cha Kumuonjereria Programu ya ABSA Ready to Work.