



CURRICULUM VITAE

FELIX KIMUTAI KANDIE

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PERSONAL DETAILS

NAME: FELIX KIMUTAI KANDIE

NATIONALITY: KENYAN

DATE OF BIRTH: 12/10/1999

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LANGUAGES: English, Kiswahili & Kalenjin

CAREER OBJECTIVE

Passionate and results-driven ICT professional with a strong foundation in system design, network administration, and software development. Seeking to leverage my expertise in developing innovative digital solutions, optimizing IT infrastructures, and providing exceptional technical support to enhance organizational efficiency and user experience. Committed to continuous learning and staying ahead of emerging technologies to drive business growth and operational excellence. Eager to contribute my technical skills, problem-solving abilities, and collaborative mindset to a dynamic team in an ICT-focused environment.

EDUCATIONAL BACKGROUND

DATE	INSTITUTION	COURSE
2018-2021	The Eldoret National Polytechnic	Diploma in Computer Studies
2014-2017	Lelmokwo Boys High School	Kenya certificate of secondary Education (KCSE)
2008-2013	Moi Primary Tambach	Kenya certificate of primary Education (KCPE)

SKILLS AND ABILITIES

- Proficient in ICT systems, including PHP, Python, HTML/CSS, JavaScript, MySQL, SQLite, Laravel, and Bootstrap.
- Experienced in developing College Management Systems, Student Portals, Clinic Management Systems, POS systems, and online application platforms from scratch.
- Skilled in LAN setup, management, and security, ensuring fast and secure connectivity.
- Adept at safeguarding data, academic records, and networks through robust security measures.
- Quick in diagnosing and resolving hardware/software issues to minimize downtime.
- Proficient in creating and maintaining systems like timetables, student records, and multimedia setups.
- Experienced in installing and maintaining multimedia equipment for academic and administrative use.
- Capable of delivering ICT training to staff and students to boost technical skills.
- Strong problem-solving abilities to optimize technical processes and meet evolving needs.
- Excellent team collaboration and communication skills for seamless ICT integration.

PERSONAL ATTRIBUTES

- Hardworking.
- Fast learner.
- Reliable and dependable
- Outstanding planning and organizational skills.
- Great team worker ,adaptable and flexible
- Solid approach to achieving task and objectives
- Self-motivated and ability to work with minimal supervision.
- Strong problem-solving skills
- Adaptable to new technologies and tools
- Effective communication skills
- Innovative and creative thinker
- High level of integrity and confidentiality
- Strong organizational and time management skills
- Proactive and self-motivated
- Customer-focused mindset
- Continuous learner and tech enthusiast

MAY 2025 – PRESENT

POSITION: ICT TECHNICIAN

A.I.C CHEPTEBO AGRICULTURAL TRAINING AND INNOVATION CENTRE

JOB RESPONSIBILITIES

- Lead the design and implementation of the College Management System (CMS), Student Portal, and online application platforms to improve efficiency and user accessibility for both students and staff.
- Teach ICT courses to Level 5 students, covering topics like programming, database management, web development, and system administration, fostering practical skills for future careers in ICT.
- Develop and maintain digital systems for student ID cards, transcripts, and certificates, ensuring secure storage and easy access to academic records.
- Manage the creation and optimization of the class timetable system, coordinating with staff to ensure seamless scheduling and resource allocation.
- Oversee the setup, maintenance, and security of the Local Area Network (LAN), ensuring fast and secure connectivity across departments and user devices.
- Provide ongoing technical support for students and staff, resolving hardware and software issues promptly to minimize downtime and enhance productivity.
- Install and calibrate multimedia equipment, including projectors and sound systems, to ensure smooth technical operations during lectures, seminars, and events.
- Manage and update the online application system, ensuring a user-friendly interface for prospective students to apply for courses and programs.
- Implement and maintain security protocols to protect student data, academic records, and the institution's digital infrastructure from potential threats.
- Regularly update software, hardware, and system configurations to ensure the college's ICT systems run smoothly and securely.
- Conduct regular ICT training sessions for staff and students, enhancing their technical skills and familiarizing them with new systems, software, and online resources.

JULY 2023 – PRESENT

POSITION: ICT TECHNICIAN A.I.C CHEPTEBO RURAL DEVELOPMENT CENTRE

JOB RESPONSIBILITIES

- Acted as the System Administrator, overseeing the administration of servers, databases, and network systems to ensure stable and secure operations across the institution's IT infrastructure.
- Played a pivotal role in ensuring that key ICT systems, including the College Management System (CMS) and student portals, were tailored to meet the institution's needs, optimizing functionality and efficiency.
- Oversaw the installation, configuration, and optimization of routers and Wi-Fi networks, guaranteeing reliable connectivity and enhancing security across the institution's network.
- Directed the installation, configuration, and ongoing maintenance of CCTV camera systems, strengthening security in critical areas, including farm departments and administrative offices.
- Responsible for setting up and calibrating projectors for conferences and meetings, ensuring seamless audiovisual presentations and smooth technical operations.
- Utilized graphic design software to produce visually engaging materials such as brochures, flyers, posters, and notebook covers, while ensuring alignment with the institution's branding guidelines.
- Conducted training sessions for new users on system features and troubleshooting, offering ongoing support to ensure smooth operations across the institution.
- Handled troubleshooting, report generation, and streamlined processes for handling IT-related requests, ensuring efficient and responsive service delivery.
- Photographed high-quality images for institutional promotions, managing lighting, composition, and image quality for use on the website and in marketing materials.
- Created automated tools and scripts to generate monthly sales reports for various departments, enhancing data-driven decision-making and tracking performance trends.
- Proactively explored innovative technologies to enhance the institution's IT infrastructure, collaborating with teams to test and implement new solutions.
- Responsible for installing and updating device drivers, especially for thermal printers and other hardware, ensuring compatibility, stability, and optimal performance across systems.
- Oversaw the maintenance and management of the LAN, ensuring secure, stable, and high-performance connectivity across all departments and devices.
- Contributed to the development and maintenance of the institution's Point of Sale (POS) systems, addressing technical issues and ensuring smooth operations for sales transactions.

MARCH 2023 – JUNE 2023

A.I.C CHEPTEBO RURAL & DEVELOPMENT CENTRE

POSITION: ICT INTERN

JOB RESPONSIBILITIES

- I conducted training sessions to familiarize staff with the organization's management system.
- I served as the system administrator, managing user accounts and system configurations.
- I configured computers, network cables, and devices like printers.
- I assisted staff with IT-related issues, from troubleshooting to software installations.
- I maintained and repaired network cables and switches for a reliable network.
- I ensured consistent internet access for the organization.
- I made necessary changes to the organization's systems and website.
- I designed promotional posters for institution events.
- managed inventory and handled procurement, from LPOs to goods receipt

AUGUST 2020 – NOVEMBER 2020

POSITION: ICT ATTACHEE

HUDUMA CENTRE (ELGEYO MARAKWET BRANCH)

JOB RESPONSIBILITIES

- Maintain and troubleshoot all network and computer related issues.
- Monitor and maintain computer systems and networks.
- Test and evaluate all new technology including M&E systems e.g. database systems and websites.
- Help install and support of all ICT hardware and software.
- Integrate and configure computer networking for best performance.
- Integrate security, physical control solutions for all confidential data and systems.
- Conduct electrical safety checks on computer equipment.
- Set up new users' accounts and profiles and deal with password issues.

HOBBIES

- Exploring new programming languages and frameworks
- Building and customizing software applications
- Participating in hackathons and coding challenges
- Researching emerging technologies and IT trends
- Contributing to open-source projects
- Networking with tech communities and forums
- Experimenting with hardware and electronics projects
- Problem-solving through puzzles and logic games

REFEREES

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