CURRICULUM VITAE

FELIX KIMUTAI KANDIE

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Portfolio: https://fkandie55.github.io/

PERSONAL DETAILS

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LANGUAGES: ENGLISH, KISWAHILI & KALENJIN

CAREER OBJECTIVE

To join a reputable organization or institution where I can apply my expertise in system administration, software development, and network management. I seek to contribute to the enhancement of digital infrastructure, streamline operations through innovative ICT solutions, and provide reliable technical support that fosters efficiency, growth, and digital transformation.

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.
- Teach digital literacy to students at the college (Cheptebo Agricultural training and innovation Centre.
- Responsible for making student ID cards, transcripts, and certificates.
- Manage and optimize the class timetable system to ensure seamless scheduling and resource allocation.
- Responsible for setup, maintenance and security of the Local Area Network (LAN).
- Provide technical support to students and staff, resolving hardware and software issues promptly.
- Install and calibrate multimedia equipment such as projectors and sound systems for lectures, seminars, and events.
- Manage and update the online application system for prospective students.
- Implement and maintain security protocols to protect student data, academic records, and institutional systems.
- Regularly update software, hardware, and system configurations to ensure reliable ICT operations.
- Conduct ICT training sessions for staff and students to strengthen their technical skills.
- Serve as the administrator of the Point of Sale (POS) system, ensuring accurate and efficient operations.
- Design and create digital advert posters to support institutional communication and outreach.
- Assist the community with online services such as eCitizen applications and related digital platforms.
- Maintain and repair computers, printers, and other ICT equipment within the institution.
- Perform additional duties related to ICT support, troubleshooting, and system administration as required.

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

JOB RESPONSIBILITIES

- Serve as the System Administrator, responsible for overseeing all servers, databases, ERP, and network systems to ensure secure, stable, and efficient ICT operations across the institution.
- Administer the ERP system, ensuring accurate data management, system integration, and support for institutional operations.
- Lead the customization, deployment, and maintenance of key ICT systems, including the College Management System (CMS) and Student Portals, enhancing functionality and efficiency.
- Manage the installation, configuration, and optimization of routers, switches, and Wi-Fi networks.
- Responsible for installing, monitoring, and maintenance of CCTV surveillance systems, improving security across administrative offices, learning facilities, and farm departments.
- Oversee audiovisual setups by installing and calibrating projectors and related equipment for lectures, conferences, and institutional events.
- Design and produce institutional branding materials such as brochures, flyers, posters, and notebook cover using graphic design tools.
- Conduct ICT training sessions for staff and students, providing ongoing technical guidance and user support.
- Handle troubleshooting, reporting, and process improvement for ICT-related requests, ensuring efficient and timely service delivery.
- Capture and edit professional photographs for institutional promotions, ensuring high-quality visuals for marketing and online platforms.
- Develop automated scripts and tools for generating sales and performance reports, supporting data-driven management decisions.
- Research, test, and implement innovative technologies to continuously improve the institution's ICT infrastructure.
- Install, update, and maintain device drivers and specialized hardware (e.g., thermal printers), ensuring compatibility and system stability.
- Administer and maintain the Local Area Network (LAN), guaranteeing secure, reliable, and uninterrupted connectivity across all departments.
- Manage and support the institution's ERP systems, addressing technical issues and ensuring smooth financial transaction processes.

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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