

GARY ODUOR

KNOWLEDGE MANAGER

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Summary

With over 3 years of experience in Knowledge Management, I bring a wealth of expertise in managing complex Information databases, Information Repositories particularly in cloud technology. My proficiency in knowledge management software tools and data analysis complements his strong leadership and creative problem-solving skills.

Skills

HTML & CSS • Access • Word • PowerPoint • Mentorship • Organizational Skills • Excel • Search Engine Optimization (SEO) • Typing and Data Entry

Experience

KRA

Kenya School of Revenue Administration

Academic and Student Affairs

- Opening and Closing students' file for record storage.
- Digitizing student application data forms.
- Typing students' data into excel.
- Scanning student records.
- Emailing students on academic matters.

Westlands, Waiyaki way , Kenya
2023 - Present

Education

Jomo Kenyatta University of Agriculture and Technology

Bachelor's Degree in Information Science

Juja, Kiambu, Kenya

2021 - 2023

Kisumu Day High School

Computer Studies Certificate

Kisumu, KSM, Kenya

2017 - 2020

Strengths



Strong Leadership

Experienced in leading and mentoring students, resulting in highly efficient research execution.



Teamwork

Worked harmoniously with colleagues to achieve the organization's targets.



Customer Service

Interacted with clients at the reception and the recommended my front desk services.

Languages

English Native ●●●●●

French Beginner ●●●●●