Robinson Mungai M

Tel: 0702 667 440,

P.O. Box 39459 – 00623,

Nairobi

09/10/2023

Human Resource,

Jocham Hospital,

Dear Sir/Madam

# REF: APPLICATION FOR THE POSITION OF ICT OFFICER

Throughout my career, I have contributed positively to impacting business outcomes through effective organization, prioritization and execution of key IT Projects that increase organization productivity. With a Bachelor's Degree in Computer Science and two-year hand's on experience in IT User support and web applications developments, I am confident I will be a valuable addition to the institution.

In my role as IT assistant at Occidental Insurance Company Limited, I have developed various web based solutions including Helpdesk system which has eased reporting and solving IT problems from users increasing their productivity. Also, I have a vast experience in data handling and processing having successfully developed motor inspection application for inspected vehicles data entry and processing which has reduced report generation time to 30 minutes from 2 hours.

I have experience configuring hardware and software, tracking inventory and networking failure. My experience also includes operating office equipment such as fax machines, copies, processing mail, preparing data spreadsheets, graphs and charts. In addition to my technical skills and experience, I have excellent interpersonal, organizational, multitasking and ability to work independently or with a team. I possess good research skills, the ability to evaluate, solve problems and make good decisions while working under pressure.

Since my professional goals align with this position I am extremely enthusiastic about it and would gladly welcome this opportunity to contribute to your resort success. To demonstrate the scope of my career history, professional and academic qualifications please take a moment to review my attached curriculum vitae.

I look forward to hearing from you and to a great extent working with you in the daily endeavors of this organization. Thank you for your time and as you consider my application.

Yours faithfully,

Robinson Mungai M,

0702667440.