

CURRICULUM VITAE

IMMACULATE CHEMUTAI

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PERSONAL PROFILE

- Have excellent time management, communication skills, analytical and evaluation skills to make the best acquisition and investment decisions.
- Able to work with people from diverse backgrounds.
- Excellent team player, ambitious, hardworking and passionate on information communication technology roles.

ACADEMIC QUALIFICATIONS

THE ELDORET NATIONAL POLYTECHNIC

Diploma in information communication technology

Sept 2021-July 2024

KITE INSTITUTE

Certificate in computer studies

Jan 2018-May 2018

LONDIANI GIRLS' HIGH SCHOOL

Certificate of Kenya Council of Secondary Education

Jan 2014-Nov 2017

ST. KIZITO PRIMARY SCHOOL

Certificate of primary education

Jan 2006-Nov 2013

WORK EXPERIENCE

Bungoma Law Courts

Sept 2022-Dec 2022

Role: Court assistant

RESPONSIBILITIES

- Support for court proceedings -ensuring that all information communication technology equipment used in court proceedings is set up and functioning properly.
- Technical support- providing IT support to court staff including troubleshooting, hardware and software issues.
- Data management- helping with data entry, database management and ensuring the integrity and security of data.
- System maintenance- assisting in the maintenance and updating of the court's computer system including the installation of new software, updates and patches.

PERSONAL SKILLS

- Good communication, analytical and interpersonal skills.
- Good listener and team player with positive attitude towards learning.
- Hardworking and diligent in carrying out duties and responsibilities.
- Adapting towards environment.

HOBBIES

- Building virtual labs for practical learning of various system technologies.
- Socializing with friends and family.

REFEREES

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