

ELIUD NJENGA MUHINDI

Personal Information

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Nationality: Kenyan **Digital**

Presence:

LinkedIn: <<https://www.linkedin.com/in/eliud-njenga-67a91a234/>> **GitHub:**
<<https://github.com/Jackasoft>> **Portfolio account:**
<<https://jackasoft.github.io/Muhindi-Njenga-PortfolioWebsite.github.io/>>

Education Background

September 2020 until now: Dedan Kimathi University of Technology,

Pursuing Bachelor of Science in Information Technology.

2016 – 2019: Mununga High School, Kenya Certificate of Secondary School (KCSE)

with a mean grade of B.

2008- 2015: Mitamaiyo Primary School, Kenya Certificate of Primary School

(KCPE) with a Total mark of 232.

WORK EXPERIENCE

May to July 2020: Attachment at Nakuru County Municipal Council of Naivasha SubCounty.

During my attachment at Nakuru County Municipal Council of Naivasha Sub-County from May to July 2020, I had the opportunity to gain valuable skills and practical experience in the field of IT. Some of the skills I acquired during this period include:

1. **Technical Support:** I gained hands-on experience in providing technical support to endusers, troubleshooting hardware and software issues, and resolving IT-related problems efficiently.
2. **Network Administration:** I learned about basic network configurations, including setting up and maintaining network devices such as routers and switches. This included understanding IP addressing, subnetting, and basic network security principles.

3. **Software Installation and Maintenance:** I acquired skills in installing, configuring, and updating various software applications. This involved understanding compatibility issues, license management, and ensuring that all software programs were up to date.
4. **Data Management:** I gained practical knowledge in organizing, storing, and retrieving data efficiently. This included learning about database management systems and data backup procedures.
5. **Collaboration Tools:** I became proficient in using collaboration tools such as email, calendars, and online meeting platforms for effective communication and collaboration within the organization.
6. **Security Awareness:** I gained awareness of IT security practices, including the importance of data encryption, password management, and recognizing potential security threats such as phishing attacks.
7. **Documentation:** I learned the importance of maintaining accurate and detailed documentation for IT systems, including creating user manuals and technical guides.
8. **Problem-Solving:** I honed my problem-solving skills by addressing IT issues in real time, identifying root causes, and implementing effective solutions to minimize downtime and enhance productivity.
9. **Customer Service:** I developed strong customer service skills by interacting with endusers, understanding their IT concerns, and providing timely and satisfactory solutions to ensure their satisfaction.
10. **Time Management:** I learned to prioritize tasks, manage my time efficiently, and handle multiple IT-related responsibilities simultaneously, ensuring that deadlines were met promptly.

These skills not only enhanced my technical abilities but also provided me with a comprehensive understanding of IT operations in a real-world organizational setting.

SKILLS Soft skills

- **Communication:** the ability to convey information and ideas effectively through speaking, writing, and listening.
- **Leadership:** the ability to guide and motivate others towards a common goal.
- **Teamwork:** the ability to work collaboratively with others towards a shared goal.
- **Adaptability:** the ability to adjust to changing circumstances and environments.
- **Problem-solving:** the ability to identify and resolve problems effectively and efficiently.
- **Creativity:** the ability to think outside the box and generate new and innovative ideas.
- **Time management:** the ability to prioritize tasks and manage time effectively.

Hard skills

- Programming and coding: proficiency in programming languages like Java, Python, JavaScript, or C++ is essential for software development, web development, and data science.
- Cybersecurity: expertise in protecting computer systems and networks from unauthorized access, theft, or damage.
- Database management: proficiency in database systems like SQL, including designing, managing, and optimizing databases.
- Data analysis: the ability to collect, organize, and analyze large sets of data to derive insights and make informed decisions.
- Network administration: knowledge of computer networks, including configuring, maintaining, and troubleshooting network infrastructure.

Certifications

- Kenya Certificate of Secondary Education
- Kenya Certificate of Primary Education
- NDG Linux Essentials course in the Cisco Networking Academy.
- The Jitu Ltd certificate for the training program.

Projects

- Portfolio project using HTML, CSS, and JavaScript(on GitHub account)
- Document Integrity System – 4th year project.(on GitHub account)
- <https://github.com/Jackasoft>

Profile Summary

Web development, programming in languages listed above, Cybersecurity, Git and GitHub, Database management, and some of my professionalism. I also possess good soft skills as listed above.

Referees

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