

JOB NDIRANGU KUHIA

Personal No:20220055132
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SKILLS

System customization and installation
Network installation & configuration
Software development
Mobile Programming
Hardware customization and Repair
Cyber and Data Security
Database Management
Data Science
APIs
Machine Learning
Android Programming
Data Visualization and Analysis
User Support and time management

LANGUAGES

English
Swahili

PROGRAMMING LANGUAGES

Java, Kotlin
Python
SQL, NoSQL-MongoDB
PHP
SASS
HTML, CSS, Bootstrap, JavaScript
C,C++
Visual Basic

FRAMEWORKS

Flask
Django
Laravel

HOBBIES

Team Work & Capacity Building
Research trending technologies
Coding
Watching documentaries

PROFESSIONAL SUMMARY

I am a dedicated ICT personnel with extensive experience in managing, troubleshooting and optimizing IT systems and networks. Proficient in providing technical support, implementing security protocols and ensuring the smooth operation of technology infrastructure. Skilled in system development, project management, client relation and user training. I am committed on learning new technologies to drive innovation and efficiency within the organization.

OBJECTIVES

Seeking a challenging role where I can leverage my technical expertise and problem-solving skills to contribute to the efficiency and effectiveness of information technology operations. I aim to utilize my experience in managing systems, implementing security measures and providing excellent support to drive technological advancements and meet the organization's set goals.

EDUCATION BACKGROUND

Bachelors of Science in Information Technology: 2015 – 2019

Murang'a University of Technology – Murang'a, Kenya

Kenya Certificate of Secondary Education: 2011 - 2014

Solai High School - Nakuru, Kenya

Kenya Certificate of Primary Education: 2003 - 2010

Nakuru Primary School - Nakuru, Kenya

OTHER TRAINING

April 2024 - International Business Machines (IBM)

Certificate in Expert Talk on Communication Skills

Nov 2022 – Nov 2022 : Workshop on Digital Literacy Programme

Jan 2019 – Feb 2019 : One Center Technologies

Certificate in HTML, CSS and SASS

Aug 2019 (2 Weeks) : Hipora Business Solutions (E.A) Ltd

July 2017 – Aug 2017: Murang'a University of Technology

Certificate in ICT and Korean Culture

Certifications

National Industrial Training Authority- **NITA** -Certified May 2024 - May 2025

REFEREES

Nancy Wanjira

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Modcom Institute of Technology
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Rongai Sub County
Ministry of Education
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WORK HISTORY

November 2023 - December 2023 & July 2023- August 2023

Employer: Modcom Institute of Technology

Position: Software Development Trainer

Role and Responsibilities

- Developing and updating training materials to ensure relevance to current industry trends and technologies.
- Conducting effective training sessions, lectures, and hands-on exercises to transfer knowledge to aspiring software developers.
- Evaluating the progress of trainees through assessments and providing constructive feedback to enhance their skills.
- Offering guidance and support to individuals, helping them navigate challenges in their learning journey.
- Encouraging trainees to tackle real-world problems, fostering critical thinking and problem-solving skills.
- Establishing connections with industry professionals and companies to align training programs with industry requirements

November 2023 - December 2023 & July 2023- August 2023

Employer: Kenya National Examination Council- Nakuru-RVIST

Position: Business and Technical Examination Invigilator

Role and Responsibilities

- Briefing candidates on rules governing the conduct of examinations
- Recording of absentees on the documents provided by the Council
- Distributing of stationery and examination question papers to candidates
- Frisking of candidates each time they enter the examination room
- Preventing examination irregularities and receiving evidence if any.
- Ensuring no unauthorized persons have access to examination rooms.

May 2022- May 2023

Employer: National Council For Persons With Disability -Wajir County

Position: Disability Services /ICT Officer

Role and Responsibilities

- Administering Fund application forms for beneficiaries of grants and cash transfers.
- Participate in targeting community validation and enrollment of beneficiaries under PWSD-CT and administer the application process for education assistance, assistive devices and services, economic empowerment and infrastructure and equipment.
- Call for and vet applications for education, economic empowerment grants, tools of trade, infrastructure, equipment grants, assistive devices, and submit the proposed beneficiaries to the headquarters
- Train economic empowerment beneficiary groups on entrepreneurship
- Facilitate delivery of cheques of grants and bursaries groups and schools
- Assisting the local communities and self-help groups to identify viable projects
- Mobilize locals assisting the communities develop Community Action Plans (CAPS)
- Link PWDs and DPOs with other development partners
- Facilitate persons with disabilities access tax exemptions, licenses and employment service extension recommendation
- Monitor compliance on the 5% constitutional provision on appointive and elective positions by public and private entities
- Provide technical support on disability mainstreaming in form of training, accessibility audits, job placement requirements to public and private.

Oct 2021- May 2022**Employer:** Ministry of Education -Nakuru County**Position:** ICT Officer**Role and Responsibilities**

- Support of E-Learning and content development in line with schemes of work.
- Providing classroom support and training of school teachers in use of literacy devices
- Support implementation of the Digital Literacy Programme.
- Carrying out innovations to enable schools improve on use of technology in learning
- Provide support in safe, secure and ethical use of technology in learning.
- Assist teachers by integrating ICT in delivery of teaching, learning and assessment
- Support school staff with development of key school policies and procedures
- Provide first line support and maintenance of ICT services in the schools

Feb 2020- Oct 2021**Employer:** Digital Cyber-Nakuru**Position:** Cyber Attendant**Role and Responsibilities**

- Support of customer on government online platforms e.g. TIMS, NEMIS etc.
- KRA PIN registration for individual, company, CBOs etc.
- KRA tax returns for rental, self-employed and employed.
- Immigration passport application and renewal.
- Typesetting of documents
- Designing of graphics.
- Printing, scanning, photocopying and laminating of documents.
- Hardware maintenance and repair.
- Network configuration and maintenance
- Training of customers on basic computing skills i.e. Microsoft packages and internet

August 2019- Jan 2020**Employer:** Hipora Business Solutions (E.A) Ltd**Position:** Loss Control Officer**Role and Responsibilities**

- Monitor public areas for unusual activity and potential threats.
- Monitor security systems like alarms and closed-circuit cameras.
- Identify potential thieves from customers or staff.
- Follow and confront a potential person of interest who is suspected of shoplifting.
- Document theft and other violations of security, and what they observed on duty.
- Work with law enforcement to detain suspects of shoplifting.
- In retail stores, loss prevention protects people, money, equipment, and merchandise.
- They may work with undercover store detectives to prevent theft.

May 2019- August 2019**Employer:** Nakuru County Government**Position:** Intern -ICT Officer**Role and Responsibilities**

- Hardware maintenance.
- Formatting of computers and installation of software.
- Printing monthly bills to clients.
- Printing payrolls using L.A.I.F.O.M.S (Local Authority Integrated Financial Operating Management System).
- Network troubleshooting and maintenance.
- User support
- Implementation of on-line revenue collection system

- Data maintenance
- Creating and restoration of backup across Nakuru county Sub counties offices.