

KELVIN NJAGI NJOKI

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## **CAREER PROFILE SUMMARY**

Initiative-taking and purposeful BBIT undergraduate with a solid foundation in both business and information technology. Possess a comprehensive understanding of business processes, data analysis, and software development methodologies. I am skilled in applying IT solutions to optimize business operations and enhance decision-making. Eager to leverage this unique skillset to contribute to a dynamic and innovative IT environment within a business setting.

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## **EDUCATION**

- University of Embu, Bachelor of Business Information Technology (BBIT), [2022 to date]
  - Mwenda-andu High School, Kenya Certificate of Secondary Education (KCSE C+), [April 2022]
  - Nandarasi Secondary School, Kenya Certificate of Secondary Education (KCSE C), [November 2019]
  - Model School, Kenya Certificate of Primary Education (KCPE 282 Marks), [November 2015]
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## **PROFESSIONAL QUALIFICATIONS**

- Certificate in Cybersecurity – IBM Skilled Buildup; November-December 2024
  - Certificate in Artificial Intelligence – IBM Skilled Buildup; March-April 2025
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## KEY SKILLS AND COMPETENCIES

- **Business Skills:** Business Process Analysis, Project Management (Agile or Waterfall method), Accounting, Marketing Fundamentals, Financial Literacy, Data Visualization
  - **IT Skills:** Programming Languages (C, Java, Python), Database Management (MySQL), Networking Concepts, Web Development (HTML, CSS, JavaScript), Cybersecurity Awareness, Operating Systems (Windows, Linux, macOS)
  - **Soft Skills:** Excellent Communication, Teamwork, Problem-Solving, Critical Thinking, Time Management, Adaptability, Initiative
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## WORK HISTORY

Field Attachment at County Sacco LTD

May - August 2025

- Provided financial literacy training to members on savings, loans, and investment products.
- Conducted outreach programs to rural communities to encourage Sacco membership.
- Participated in the loan application process, including member interviews, data verification, and credit analysis.
- Assisted in the disbursement and monitoring of loans.
- Actively participated in data collection for financial reports and assisted with internal audits.
- Conduct campaigns to mobilize new members and educate existing ones on Sacco's products and services.
- Maintained accurate member records, organized financial documents, and managed office communication.
- Conducted workshops on personal finance and investment opportunities available through Sacco.
- Visited members in their communities to verify loan applications and follow up on loan repayments.

- Gathered data on member needs and satisfaction, analyzed information, and prepared reports for management.
- Provided one-on-one and group counseling on budgeting, savings, and debt management.
- Ensured all member files, loan applications, and financial records were properly filed and documented.

### Personal Project 1: Personal Portfolio Website Development

December 2024

- Designed and developed a personal portfolio website to showcase skills, projects, and experience.
- Utilized front-end technologies (HTML, CSS, JavaScript) to create an engaging and user-friendly interface.
- Implemented responsive design principles to ensure optimal viewing across various devices.
- Integrated a content management system (CMS) for easy updates and maintenance.

### Personal Project 2: Smart Attendance System with Facial Recognition

May 2024 - August 2024

- Designed and implemented an automated attendance system using facial recognition technology.
- Developed a system with real-time facial recognition, accurate time tracking, automated report generation, and reduced manual error.
- Utilized Python, OpenCV, a facial recognition library, and a database for data storage.

### Volunteer Web Developer

GDSC UoEM Tech under Young Innovators; March 2023 - April 2023

- I collaborated with a web design team to develop and maintain the GDSC UoEM website using HTML, CSS, JavaScript, and React.
- Implemented responsive design principles to ensure website accessibility across different devices.

- Contributed to website content creation and management systems.
- Successfully launched a new donation portal, resulting in a 20% increase in online donations.

### Personal Project 3: E-commerce Website Development

May 2023 - August 2023

- Conceptualized and built a fully functional e-commerce website using a leading e-commerce platform.
- Integrated secure payment gateways and implemented robust online transaction processing.
- Administered product listings, inventory control, and order fulfillment systems.

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### INTERESTS

- Open-source software contribution
- Building personal projects, including an E-commerce website and a Smart Attendance System
- Hackathons and coding competitions, particularly with the Google Development Student Club at University of Embu

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### REFEREE

Mr. Harrison Kinyanjui, County Sacco LTD

Branch Manager: 0115439342