ALVIN KIGEN MAINA

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PERSONAL STATEMENT

A hardworking student currently pursuing my bachelor's degree in information technology at Kenyatta University and looking for an opportunity for employment. Ready to utilize my skills and passion to further the mission of an organization. Bringing forth a positive attitude and the willingness and motivation to learn new skills.

PROFESSIONAL QUALIFICATIONS

Certificate in Computer Packages at the East Africa Institute of Certified Studies, School of ICT and Engineering

This course equips students with a thorough knowledge of databases, spreadsheets, troubleshooting and computer networking. The emphasis of this study is for students to develop computer skills that are important for academic, personal, and job success. The course includes:

- In depth Knowledge of Operating Systems (Unix Based Systems i.e., MacOS, And Linux Based Systems and Windows OS (including Windows Server)
- Word processing Using Microsoft Word
- Database Management using MySQL, SQLite, and MongoDB
- Web Development using HTML, CSS (Tailwind CSS, Bootstrap) and JavaScript (ReactJS), PHP(Laravel)
- Version Control using GIT.
- Graphic presentation using Microsoft PowerPoint
- Networking
- PC Troubleshooting
- Network Implementation Troubleshooting.
- Server Setup using Hypervisors like Vmware vCenter ESXi and Microsoft HyperV
- Software and Hardware Troubleshooting

EDUCATIONAL BACKGROUND

Bachelor's in Information Technology
Kenyatta University- 2016 to 2023

My research project titled "Kenyatta University Farm Management System" attempted to address the problem of managing the farm produce and farm staff and animals, as well as proposing a system of record

and control of these data. The system is comprised of a produce management system that.

would register every farm animal or employee in a database. The database would generate those reports, either individual or collective, which can be issued whenever they are needed in both physical and electronic format. Also, these reports could be used to create statistics of produce rates on certain animals and hopefully, offer a quick and simplified alternative to recording and tracking farm produce.

Sunshine Secondary School- 2012-2015
Kenya Certificate of Secondary Education (KSCE) - Grade A-

WORK EXPERIENCE

NATIONAL INDUSTRIAL TRAINING AUTHORITY-NITA (2019 MAY-AUGUST)

Attached at the Information Technology Department at National Industrial Training Authority (NITA) from April to July 2019.

NITA is a state corporation mandated to promote the highest standards in the quality and efficiency of Industrial Training in Kenya and ensure an adequate supply of properly trained manpower at all levels in the industry.

I was attached to the IT Department and my duties were as follows:

- Technical Support: Assisting users with hardware and software issues, troubleshooting technical problems, and providing timely solutions.
- User Training and Support: Assisting in conducting training sessions for employees on IT systems, software applications, and best practices. Providing support and guidance to users.
- Ad hoc Tasks: Assisting with any other IT-related tasks and projects as assigned by supervisors or IT managers.

ORARO AND COMPANY ADVOCATES

Interned in the Information Technology Department at Oraro and Company Advocates from October 2021 to March 2022 after which I was offered a permanent position as an IT Assistant, a position I carry currently.

Oraro & Company Advocates is a full-service market-leading African law firm established in 1977 with a strong focus on dispute resolution and corporate & commercial law. With a dedicated team of partners, senior associates and associates, lawyers and support staff, the Firm has been consistently ranked by leading legal directories such as Chambers Global, IFLR 1000 and Legal 500 as a top-tier firm in Kenya.

My duties to the IT Department are as follows:
- **Technical Support and Troubleshooting**: Providing technical support to end-users, diagnosing and resolving hardware and software issues, troubleshooting network connectivity problems, and ensuring timely and effective problem resolution.
- **IT Project Management**: Assisting in the planning, coordination, and execution of IT projects. This includes defining project objectives, creating project plans, tracking progress, and ensuring projects are delivered on time and within budget.

- **IT Security and Compliance**: Implementing and enforcing IT security policies and procedures to protect systems, networks, and data from unauthorized access and potential threats. Conducting security audits, vulnerability assessments, and implementing security controls.
- **User Training and Documentation**: Conducting training sessions to educate end-users on IT systems, software applications, and best practices. Creating and maintaining user documentation, manuals, and guides to facilitate efficient system usage.
- **IT Asset Management**: Tracking and managing IT assets, including hardware, software licenses, and peripherals. Conducting regular audits to ensure compliance with licensing agreements and optimizing asset utilization.
- **IT Vendor Management**: Engaging with external vendors, evaluating proposals, negotiating contracts, and managing relationships with third-party service providers to ensure effective IT service delivery.
- **Research and Innovation**: Staying abreast of emerging technologies, industry trends, and best practices. Conducting research to identify innovative solutions that can enhance efficiency, productivity, and security within the organization.
- **System Administration and Configuration**: Managing and maintaining computer systems, servers, networks, and other IT infrastructure components. This includes installation, configuration, and monitoring of operating systems, software applications, security protocols, and system updates.
- **Software Development and Maintenance**: Participating in software development projects, including requirements gathering, coding, testing, debugging, and documentation. Collaborating with development teams to ensure the delivery of high-quality software solutions.
- **Continuous Learning and Professional Development**: Actively seeking opportunities to expand technical knowledge and skills through training, certifications, and participation in industry events or conferences.

MEMBERSHIP

Member of St. John's Ambulance 2012 to 2015

Member of the AIESEC- Kenyatta University network. As an AIESECer I benefited in developing my leadership potential as well as building my corporate skills.

ATTRIBUTES AND SKILLS

- Technical proficiency in relevant IT areas
- Adaptability and continuous learning.
- Strong problem-solving abilities.
- Effective communication skills.
- Collaboration and teamwork.
- Time management and organization.
- Attention to detail.
- Project management skills.
- Commitment to continuous learning.
- Ethical conduct and professionalism.
- Business acumen and alignment with organizational goals.
- Troubleshooting and debugging expertise.

INTERESTS

- New Innovations in Information Technology
- Photography and Videography
- Gaming
- Virtual Reality (VR) and Augmented Reality (AR)
- Web App Development
- Computer Hardware and Self Hosting Services (HomeLab Setups)
- Networking and Smart Home Automation on both Large scale and Small Scale.
- Internet of things (IoT)
- Automotive enthusiast
- Tech Entrepreneurship (TechPreneurship)

REFERENCES

1. Harrison Njoroge
    Chairperson, Department of Computing & Information Technology
    School of Engineering & Technology
    Kenyatta University
    P.O. Box 43844-00100
    NAIROBI
    Tel: 020-8703575

2. Paul Muthui
    Assistant Head of Information Technology
    National Industrial Training Authority
    P.O. Box 74494-00100
    NAIROBI
    Tel: 0720 917 897 or 0736 290 676

3. The principal
    Sunshine Secondary School
    P.O. Box 56890-00200
    NAIROBI

4. Martin Kihuha
    Head of Information technology
    Oraro & Company Advocates
    P.O. Box 51236-00200
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