CURRICULUM VITAE

PERSONAL DETAILS

NAME	:	ODHIAMBO MOSES OLUOCH
ID NUMBER	:	32135545
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CAREER OBJECTIVES

I am a dedicated team player who can be relied upon, seeking to apply my abilities in your company to help your company achieve its goals.

WORK EXPERIENCE

2015 (AUGUST)-TODAY : WORKED AND CURRENLTY WORKING WITH SHINING HOPE FOR COMMUNITIES

POSITION**: IT TUTOR**

DUTIES

i   Train about 100 students (1 month) on the basic computer packages.
ii   Test the students on the curriculum.
iii   Update and troubleshoot/ report on computer lab computer software and hardware.
iv   Mobilize and refer students to advance IT Training Institutions like Moringa, Techno Brain (Learnovate).
v   Follow up on Beneficiaries Endless laptop payment.
vi   Ensure that all computers in the computer lab are all functioning
vii   Organize and mobilize online trainings for students. I.e. Ajira, Google.
viii Request for students certificate printing at the end of the training.
ix   Manage Google Coursera Admin Platform.
x   Organizing students Graduations

2018(12th NOV-15TH JAN 2019): INTERNSHIP WITH SHINING HOPE FOR COMMUNITIES

POSITION: **IT SUPPORT ASSISTANT**

DUTIES

i   Computer Connection
ii   Email Support.
iii GSUIT support
iv   E-Hospital Application Support.
v   Hardware Support i.e. Printer Support
vi   Software Support. System Software and Application Software.
vii Network Support i.e. Router configuration
viii Software upgrade
ix   Computer Preventive Maintenance

2018 (23rd APRIL- 27th JULY): WORKED WITH SHINING HOPE FOR COMMUNITIES

POSITION: **SYSTEM ADMIN ASSISTANT**

DUTIES

i   Computer connection.
ii   Installing e-hospital application on the computers.
iii Configure ODBC in all the computers.
iv   Configure users and privileges in the system.
v   Train users on E-hospital system use.
vi   Implement the e-hospital system.
vii Installing thermal and label printers.
viii Troubleshoot network connection issues.
ix   Troubleshooting Hardware computer issues.
x   Troubleshooting Software issues
xi   Computer Preventive Maintenance

2015 (JAN-MARCH): WORKED WITH SHINING HOPE FOR COMMUNITIES

POSITION: **RESEARCH ASSISTANT & DATA CLERK**

DUTIES
i   Data entry
ii Photocopying and Printing M&E survey
iii Marking coordinates for M&E Survey points/Location
iv Carrying out surveys in the community

2013-2014: VOLUNTEERED AT PHYDO KENYA BASIC COMPUTER   TRAINING COLLEGE

POSITION: **TUTOR**

DUTIES

i   Training students
ii Computer Lab Management
iii Customer service
iv Designing (Customer's design wish)
v   Computer Lab Cleaning

2013 (DEC) – 2014   : VOLUNTEERED AT UNBOUND KIBERA PROJECT

DUTIES

i   Arranging of files
ii Correcting beneficiaries letters
iii Network Troubleshooting

EDUCATIONAL BACKGROUND

JULY- SEPTEMBER 2021: GOOGLE COURSERA

CERTIFICATE IN GOOGLE IT SUPPORT

Units Covered

i   Technical Support Fundamentals
ii The Bits and Bytes of Computer Networking
iii Operating Systems and You: Becoming a Power User
iv System Administration and IT Infrastructure Services
v   IT Security: Defense against the digital dark arts

ODHIAMBO MOSES OLUOCH

2016-2019 : AFRICA NAZARENE UNIVERSITY

DIPLOMA IN INFORMATION TECHNOLOGY

MAY 2019 : GOOGLE

DIGITAL MARKETTING TRAINING

2010-2013: OGADA SECONDARY SCHOOL

KENYA CERTIFICATE OF SECONDARY EDUCATION

2002-2009: ST. CHARLES LWANGA PRIMARY SCHOOL

KENYA CERTIFICATE OF PRIMARY EDUCATION

ACHIEVEMENTS

AUGUST 2019: PARTICIPATED IN SHOFCO EMPLOYABILITY AND BUSINESS TRAINING

CURRICULUM DEVELOPMENT

SKILLS

- Microsoft Office suite (computer packages)
- LibreOffice suite
- Facilitation skills
- Computing skills
- Networking skills
- Hardware and software support
- GSUIT
- Digital Marketing Skills
- Programming/Web Application Development (HTML, CSS, JAVASCRIPT, PHP, BOOTSTRAP)

HOBBIES

- Socializing
- Playing football
- Watching movies

REFEREES

1. MR. NICK ABURA
   System Administrator
   Shining Hope for Communities Organization
   EMAIL: aburanick@hotmail.com TEL: 0728701598

2. MR. JOHNSON ABUTO
   Former Metrics and Evaluation Coordinator
   Shining Hope for Communities Organization
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3. MR. KEVIN OMONDI OLUOCH
   IT Assistant
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