

ONGOMA JOHN OTIENO

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PERSONAL DETAILS

GENDER	: Male
D.O.B	: 3 rd November, 2003
MARITAL STATUS	: Single
NATIONALITY	: Kenyan
LANGUAGES	: English, Kiswahili

CAREER OBJECTIVE

Motivated and adaptable individual with computer operation skills, seeking an entry-level position to leverage strong interpersonal skills and a willingness to learn in a dynamic work environment. Eager to contribute positively to team goals while gaining valuable experience and developing a professional skill set. Committed to providing excellent service and support, and excited to embark on a career path that encourages growth and development

PROFESSIONAL PROFILE

Dedicated and enthusiastic individual seeking entry-level opportunities across various fields. Eager to learn and committed to developing new skills, I possess a strong work ethic and a positive attitude. My adaptability and willingness to take on challenges make me a valuable team player. With excellent communication skills and a keen eye for detail, I am ready to contribute effectively to your organization. I thrive in fast-paced environments and am driven by a desire to support team goals while providing exceptional service. Open to learning and growth, I am excited about the possibility of starting my career and making a meaningful impact

ACADEMIC QUALIFICATION

May 2023 – July 2023: Online Graphic Design

Attained: Certificate Graphic Design

February 2023 – April 2023: Online web design Learning

Attained: Certificate in HTML and CSS

June 2022 – September 2022: Hypertech Computer Training School

Attained: Certificate in computer packages

2018 – 2022: St Michael's Secondary School

Attained: Kenya Certificate of secondary Education

2010 – 2017: Siloam Education Centre

Attained: Kenya Certificate of primary school

WORK EXPERIENCE

May 2024 – To Date: Apex Construction Company & Lazima Technologies Limited

Position: Office Assistant
Cyber Café
Attendant

RESPONSIBILITIES

- a) Arranging files to their respective cabinets
- b) Attending to cyber café clients when asked to
- c) Keeping company inventory records
- d) Building site supervision
- e) Keeping the office tidiness
- f) Making Other Staffs Tea during tea break
- g) Filling tender documents
- h) Offering Computer packages training to students
- i) Creating marketing fliers and posters for social media marketing

Feb 2023 – March 2024: Hypertech Computer Solutions

Position: Computer Operator
Cyber café attendant

RESPONSIBILITIES

- a) Scanning, Editing and Printing Documents
- b) Attending to Clients
- c) Operating system Installation
- d) Online Cyber Services
- e) Photocopying documents

Nov 2022 – Feb 2023: Ka-Lawi Computer Services

Position: Computer Operator

RESPONSIBILITIES

- a) Photocopying documents
- b) Loading songs and movies
- c) Attending to Clients

SKILLS AND COMPETENCIES

1. High level of integrity
2. Determined and persistent
3. Ability to work under minimal supervision and pressure
4. Team player and good in time keeping
5. Problem solving skills that lead to feasible resolutions for the future
6. Time Management
7. Communication Skills
8. Attention to Detail
9. Customer Service

LEADERSHIP, RESPONSIBILITY AND ASSOCIATION

2014 – 2017: Siloam Education Centre

Position: School time keeper

2020 – 2021: St Michael's Secondary Schools

Position: Head of Kitchen and Catering department

: Environmental prefect

: Scouts Deputy Commander

REFEREES

1. BOAZ ONYALA

Hypertech Computer Solutions, Director

+254 727904418

2. GEORGE ONGOMA

Engineer, Cabro works

+254 717090206

3. BRUNO AMBALE

Tekhub Kenya, Director

+254 736991845

4. BRIAN ONSOTI

Machakos University, Student

+254 721891869