MOSES **NJERI**

P.O BOX 532-20303 · 0799241089
Moseswaweru903@gmail.com

Organized and motivated individual eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating organization growth.

EXPERIENCE

AUGUST 2022 – AUGUST 2022
POLLING CLERK, IEBC

- Prepared voting area by setting up and organizing voting equipment, ballots and polling booths.
- Assisted voters to properly cast their votes in the correct ballot box.
- Collecting necessary information from voters to determine correct voting station.
- Closing polling station at the end of voting period to calculate and organize final votes.

OCTOBER 2021 – DECEMBER 2021
ICT ATTACHE', SAINT MARTIN CSA

- Supported end-user with network and device troubleshooting and diagnosis.
- Performing regular checks on the system to keep components functional.
- Worked overtime to respond to emergencies and fix unsafe conditions.
- Planned, installed and maintained systems and performed repairs on malfunctioning systems.
- Applied corrective hardware solutions as problems arose and provided end-user training to enhance operations.
- Configured computer to network drivers and connected to printers and other peripherals equipment.
- Responded to assistance requests from users and directed individuals through basic troubleshooting tasks.

AUGUST 2019 – NOVEMBER 2019
DATA ENTRY AND VERIFICATION CLERK, NYANDARUA NORTH REGISTRAR OF PERSONS

- Maintained data integrity and performed routine data audits
- Identified, inspected and corrected data entry errors
- Adhered to company, contract and regulatory requirements when performing data management activities.

EDUCATION

JULY 2022
BSC. ICT, LAIKIPIA UNIVERSITY COLLEGE
Second-class Honours, Upper division

JULY 2022
CERTIFICATES, CISCO NETWORKING ACADEMY
NDG Linux, CCNA Routing and Switching, Introduction to Cybersecurity

DECEMBER 2016
KCSE, TUMAINI SECONDARY SCHOOL
B (Plain), 65 Points, Best student in Discipline

FEBRUARY 2015
CERTIFICATE, JOMO KENYATTA UNIVERSITY OF SCIENCE AND TECHNOLOGY
Certificate in Computer Applications

DECEMBER 2010
KCPE, TUMAINI SECONDARY SCHOOL
C+, 296/500 marks

SKILLS

- Problem-Solving
- Debugging and Troubleshooting
- Database Building
- Operating Systems (Windows & Linux)
- Data Collection and Analysis
- Printers & Peripherals Installations
- Hardware Configuration
- Customer Service
- Maintenance & Repair
- Microsoft Office
- System Upgrades
- Application Software Testing
- Computer Configurations
- Software Installation

LANGUAGES

- English
- Swahili
- Kikuyu