

ROYED MUTHOMI

Address: P.O BOX 109-60202 NKUBU

Phone: +254 759 629 498 || Email: royedmuthomi@gmail.com

CAREER OBJECTIVE

Recently graduated with a Bachelor of Business Information Technology; excellent analytical and problem-solving abilities. Looking for an entry-level IT position where I can use my technical expertise and business savvy to support cutting-edge technological solutions and boost organizational productivity.

PROFESSIONAL EXPERIENCE

MAY 2024 - TO DATE:

MINISTRY OF EDUCATION - ICT INTERN (DIGITAL LITERACY PROGRAMME)

Duties and Responsibilities

- Supporting E-Learning and content development in line with the schemes of work.
- Providing classroom support and training for school teachers in using digital literacy devices.
- Supporting the implementation of the Digital Literacy Programme.
- Carrying innovations to enable schools to improve the use of digital learning.
- Providing support in the safe, secure, and ethical use of technology in learning.
- Assisting teachers by integrating ICT in teaching, learning, assessment, and reporting.
- Supporting school staff with the development and production of key school policies and procedures.
- Providing first-line support and maintenance of ICT services in the schools.

FEBRUARY 2023 - MARCH 2024:

M. PAULMUNYUA & ASSOCIATES (Audit, Tax, Advisory & Consultancy)

Duties and responsibilities

- Customer service
- Data entry
- Technical support; troubleshooting hardware, software and network related problems, installing and configuring computer hardware operating systems and applications.

MAY - JULY 2022:

CAPITAL SACCO LTD, GATIMBI BRANCH (ATTACHEE)

Duties and Responsibilities

- Customer Service
- Data entry
- Provided technical support to staff, addressed user inquiries and resolved basic IT issues.
- Assisted in user training on mobile banking applications, promoting user proficiency.
- Maintained internal networks ensuring smooth operation and user connectivity.
- Diagnosed and resolved hardware and software-related problems.

EDUCATION

2018 – 2022:

Bachelor of Business Information Technology (BBIT) - South Eastern Kenya University, Kitui.

2014 – 2017:

Kenya Certificate of Secondary Education – Lenana School, Nairobi.

SKILLS

TECHNICAL SKILLS

- **Technical and user support:** skills in resolving hardware/software related issues and ability to provide technical assistance and training to users.
- **Computer software:** Proficient in Microsoft Office Suite and Windows operating systems.
- **Website Design and Development:** Proficient in HTML, CSS and JavaScript.

SOFT SKILLS

- **Communication:** Excellent interpersonal and communication abilities hence maintaining positive relationships with colleagues and clients.
- **Self-Motivation:** Ability to work independently with minimal supervision.
- **Team Collaboration:** Ability to work well within a team, contributing to shared goals and projects.

REFEREES

1. GRACE KARIMI.

- **Designation:** Sub County Director of Education.
- **Organization:** Ministry of Education, Meru Central
- **Email:** deomerucentral@yahoo.com
- **Phone:** +254 722 628 647

2. PAUL MUTEMBEI MUNYUA

- **Designation:** CEO
- **Organization:** M. PAULMUNYUA & ASSOCIATES (Audit, Tax, Advisory & Consultancy), Meru
- **Email:** munyuaprofessional@gmail.com
- **Phone:** +254 721 891 116
+254 717 839 726

3. JOSAPHINE KINYA

- **Designation:** Gatimbi Branch Supervisor
- **Organization:** Capital Sacco Ltd, Meru
- **Phone:** +254 701 558 141