

ABOUT ME

I am an accomplished, results-oriented ICT student with business experience in a computing environment and a self-made web developer proficient in HTML, CSS, and JavaScript. I possess basic knowledge of Java, MySQL, and Figma. I am currently seeking a new opportunity to develop and widen my work experience and skills, with the potential for growth. Driven to consistently contribute value through a strong work ethic and a continuous quest for new service skills, I am detail-oriented, organized, and a team player. Passionate about securing an entry-level job in ICT, I am ready to help achieve company goals and willing to take on added responsibilities to meet organizational objectives. I seek a full-time position that offers professional challenges utilizing my interpersonal, time management, and problem-solving skills.

PERSONAL ATTRIBUTES

- I have a good communication skills and highly motivated progress – focused ICT student.
- I have a strong time management skill, in addition of being a team player.
- I am highly Flexible and capable of adopting to changes when they occur.
- I am accountable and can be trusted with various tasks.
- I am willing to learn and looking for a chance to upskill myself and to stay updated with the changing trends.
- I am a team worker in any task given.

AREAS OF EXPERTISE & SKILLS

- I always keep up my interpersonal skills and the ability to maintain strong relationships with colleagues.
- Computer skills and ICT support in dealing with IT issues from employees.
- Willingness to learn and Team minded to meet the organization's goal.
- I am good at Time management ready to take responsibilities that's meets the organization's goal.
- Fast-learner, results-oriented employee, utilizing organizational skills to drive business goals. Works effectively and efficiently in high-performing teams.

PROFESSIONAL EXPERIENCE

SUMMARY

Position	Organization	Employment Date
ICT assistant	Emmeli enterprises	Aug 2022 - Dec 2022
M-pesa, Equity and KCB agent	Emmeli Global Farm	April 2021 - Sep 2021
Attaché	Energy and Petroleum Regulatory Authority	August 2024 – November 2024

PROFESSIONAL EXPERIENCE

ICT Assistant

- Reported faults for further action.
- Performed troubleshooting to correct computer hardware and software malfunctions.
- Maintained printers, photocopiers, and other peripherals to ensure service availability.
- Installed and configured computer hardware, operating systems, and applications.
- Assisted in the implementation of computer systems.
- Monitored ICT equipment.
- Undertook basic development of ICT solutions and projects.
- Provided user support and training.

Attaché

- Assisted in customer service at the helpdesk.
- Maintained servers and conducted regular backups.
- Set up CCTV cameras around the company.
- Configured new laptops according to the company's domain.
- Maintained staff laptops, printers, photocopiers, and other peripheral devices.

M-Pesa, Equity, and KCB Agent

- Applied skills and knowledge to accomplish performance goals.
- Employed exceptional communication and relationship-building skills to develop trusting, professional client relationships.

EDUCATION

2021- 2024 : Diploma in information Communication Technology, Meru National Polytechnic

2017-2021: : Kenya Certificate of Secondary Education, Kanyakine High School

CERTIFICATIONS & MEMBERSHIPS

- Kizo boot camp for the disruptive digital decade- kizo 3.
- Florence academy first aid e-learning training certificate.

REFEREES

1. CHRISTINE MIRIKO

FOUNDER & CEO EMMELI ENTERPRISES and EMMELI GLOBAL FRESH FARM & EXPORTERS LTD

Tel: 0743959018

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2. SAM GITONGA

SOFTWARE DEVELOPER, ENERGY AND PETROLEUM REGULATORY AUTHORITY

(EPRA)

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