Kipngetich Swai

Competent Administrative Assistant and Computer Technician & Operator

Doha

kipngetichswai@gmail.com

+974 6613 4122

I am a smart, intuitive and highly competent individual with a high affinity for success and excellence. I write code and work with computer softwares and technologies. I also diagnose common software and hardware problems. Besides computers, I am a good planner and proper Administrative/Executive Assistant. I am eloquent, clear and precise possessing great English language command. I am also have great interpersonal skills and good at networking with people.

Willing to relocate to: Doha

Personal Details

Birth Date: 1998-10-15
Eligible to work in Qatar: Yes
Industry: Administrative Assistance, Customer Service, IT Operations & Helpdesk, Library, Software Development, Technology

Work Experience

Security Guard

Al Nasr Star Security Services-Doha

October 2025 to Present

In charge of guarding and securing property, lives and access control.

Computer Technician

Dantech Computer Services-Nairobi

January 2023 to October 2025

Tasked with operating and maintaining computer systems, generating and processing documents, troubleshooting errors, maintaining internet connectivity, running diagnostic tests, installing and configuring software, repairing basic computer hardware, and providing basic technical support.

Administrative Assistant for the magistrate

The Judiciary, Eldama Ravine Magistrate Courts.-Eldama Ravine

March 2021 to December 2022

In the corridors of justice, I was the right hand man for Magistrates and senior

staff. I managed and planned their offices, activities, documents, scheduled appointments, meetings and travels and streamlined their workspace environment. I was especially vital in handling computer related work including quick typing, document processing and uploading mass hardcopy case files into

the Judiciary's online portal, an excersice that sought to

streamline workflow of Kenyan Courts and ensure quick handling

of numerous pending cases.

External Computer & Network Maintainer

Kasarani Maternity Hospital-Nairobi

February 2020 to January 2021

Here my expertise and services were contracted to redo the

cabling and truncking of the hospital network which integrated

Computers, CCTVs, other IoT devices, and also a server running

the Hospital Management System . I also installed Operating System on new computers and other softwares.

Polling and Counting Clerk

Interim Elections and Boundaries Commission (IEBC)-Eldama Ravine

April 2017 to August 2017

I was a clerk in charge of

electronic voter registration, identification and verification using the IEBC's

KIEMS Kit in National General

Elections. Elections being a high mass voter exercise, I was the

backbone of the whole voting process at the polling station.

Education

Faculty of IT, Bsc. Business Computing (University)

Jomo Kenyatta University of Agriculture and Technology-Nairobi

2018 to Present

IT, Computer Packages (Technical College)

Domitons Institute of Technology-Nairobi

April 2020 to June 2020

KCSE Subjects and Disciplines (High School)

Moi High School - Kabarak-Nakuru

February 2013 to November 2016

All KCPE Subjects and Disciplines (Primary School Level)

Moi Primary School - Kabarak-Nakuru

January 2009 to November 2012

Skills

- Communication skills both written and oral
- Networking and Interpersonal skills
- Computer Hardware and Software Installation and configuration
- Speed Typing
- Linux Operating System
- Microsoft Office Suite(Word,Excel,Access etc)
- Writing texts in Arabic script
- Django Web Server Framework

- Microsoft Operating System
- Python Programming Language

Languages

- Kalenjin - Native
- English - Expert
- Swahili - Expert

Links

https://swai4.pythonanywhere.com