ANASTACIA WAMBUI KAMAU

**Address :** P.O Box 00100 Nairobi

**Mobile :** +254 7411297714

**Gender :** Female

**E-mail :** [**tashysam6@gmail.com**](mailto:tashysam6@gmail.com)

**Nationality :** Kenyan

**Date of birth :** 29th November 2000

**Marital Status :** Single

# Professional Profile:

I am a hardworking and self-motivated person who performs delegated task under minimal supervision. I have good interpersonal skills and can be able to relate well with people of diverse ideas in an organization setting. I uphold the spirit of teamwork and commit myself to the success and the achievement of organization goals and objectives.

# Career Objectives

To be a competent in Software Engineer who is effective in managing the acquisition, supply and distribution of information within an organization making it accessible to users. To develop, maintain, verify and evaluate existing records management systems in an organization.

To excel in my field of professionalism and be part of the success of the organization and use the skills I have gained for the betterment of the organization and the society in general.

# Experience

1. **1st October 2021 to 13th January 2022 - Attached at Nairobi City County – ICT& E-GOVERNMENT SECTOR.**
2. Responsibilities:

-Installation of different software's Ms Office. Windows XP, Linux configuration, Ms Visio ,Windows 2000 server.

-Trouble shooting , repairing and maintenance of computer.

-Network troubleshooting and maintenance.

-Assisting in the installation of end user devices and network.

-keeping records.

# 2. 3rd March 2022-12th December-Worked as an intern at Aviva insurance

Responsibilities:

Strategy & Planning

• Assist in preparing, maintaining, and upholding procedures for logging, reporting, and statistically monitoring PC performance.

• Accurately document instances of hardware failure, repair, installation, and removal.

• Assist in developing long-term strategies and capacity planning for meeting future computer hardware needs.

• Support development and implementation of new computer projects and new hardware installations.

• Maintain up-to-date knowledge of hardware and equipment contracts and supervise contract based installations.

• Aid in development of business continuity and disaster recovery plans, maintain current knowledge of plan executables, and respond to crises in accordance with business continuity and disaster recovery plans

# Core competencies

* + I possess good interpersonal relation and communication skills.
  + I am an energetic and self-driven individual with dependable honesty.
  + Highly creative with proven ability to create informative and insightful articles on any topic
  + I am a friendly, social and interactive person.

# Education:

* January 2019 to June 2020 Nairobi Institute of Business Studies College.
* Diploma in Computer Science and Software Engineering
* 2015-2018: Kenya Certificate of Secondary education
* Komothai Girls High School
* 2009-2014: Kenya Certificate of Primary Education
* Visa Oshwal Primary School

# Hobbies and interests

* Involving myself in brainstorming discussions
* Travelling
* Socializing and participating in charity programs
* Swimming

# Technical skills

Programming languages: JavaScript, Python, C++

● Web development: HTML, CSS, JavaScript, jQuery, React, Node.js

● Databases: MySQL

● Other: Git, Linux

Microsoft Office: Word, Excel, PowerPoint and Access, Github, Windows, Publisher, Git bash,Visual code Studio.

**Other Skills**

* Virtual Assistant
* Database Management
* Data Entry
* Web Design

**Referees**

Joseph Kamau

CHIEF ADMINISTRATIVE OFFICER ICT & E-GOVERNMENT.

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Mr. Samuel Theuri Lecturer

Nairobi Institute of Business Studies

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