

VENNY WANJIRU KANG'ETHE

INFORMATION TECHNOLOGY OFFICER

CONTACT

P.O. BOX 51 - 00900

Kikuyu, Kiambu

+254722770319

vennywanjiru@gmail.com

EDUCATION

BACHELOR OF BUSINESS INFORMATION TECHNOLOGY • SEPT 2019-DEC 2023

Jomo Kenyatta University of Agriculture and Technology

Second Class Honors (Upper Division)

HIGH SCHOOL • 2015 - 2018

St. Anne's' Girls' Secondary School- Lioki

K.C.S.E. B PLAIN

PRIMARY SCHOOL • 2007 - 2014

Musa Gitau Primary School

K.C.P.E. (399/500 Marks)

KEY SKILLS

- Networking Skills
- Troubleshooting Skills
- Web Development Skills
- Programming Skills
- Organization Skills

REFEREES

Mr. Asaph Owuor Okeyo

Assistant Engineer, Kenya National Highways Authority

P.O. BOX 177-40300

+254719448742

Mr. Titus Timothy Kimanzi

ICT Officer, Kenya National Highways Authority

P.O. BOX 49712-00100

+254700860497

Mrs. Beatrice Wairimu

Office Administrator, Kenya National Highways Authority

P.O. BOX 1770-00100

+254721795181

PROFILE

Highly motivated individual with a strong foundation in Computing and a passion for problem-solving. Proven ability to apply theoretical knowledge to real-world scenarios, with experience in web development, ICT support, and network management. Eager to leverage my technical skills and innovative thinking to contribute to a dynamic IT team, with a focus on optimizing systems and improving operational efficiency.

EXPERIENCE

ADMINISTRATIVE TRAINEE • MAY 2024 – PRESENT

Kenya National Highways Authority

- Office and client reception.
- Electronic and manual record keeping and filing work.
- Preparing responses to simple routine correspondence.
- Troubleshooting connectivity and printing problems.
- Providing technical user support.
- Maintaining ICT equipment and associated peripherals.
- Handling telephone calls.
- Planning and scheduling of meetings.

INFORMATION AND COMMUNICATION TECHNOLOGY INTERN • MAY 2023 – APRIL 2024

Kenya National Highways Authority

- Printing, scanning, photocopying, binding and filing documents.
- Identifying and reporting any faulty parts for necessary action.
- Setting up screen sharing for meetings.
- Adding office desktops to the domain as well as user accounts.
- Maintaining ICT equipment and associated peripherals.
- Configuring the office network and maintaining stable connection.
- Blowing and wiping of computer appliances.
- Providing technical user support.

INFORMATION AND COMMUNICATION TECHNOLOGY ATTACHEE • JUNE 2022 – SEPTEMBER 2022

Kenya National Highways Authority

- Identifying and reporting any faulty parts for necessary action.
- Installing new software, drives and operating system.
- Configuring the office network and maintaining stable connection
- Printing, scanning, photocopying, binding, and filing documents.
- Generating vehicle tracking system report using Excel.
- Connecting computers to the printer.