

# VICTOR TIMBWA

Email: victortimbwa@gmail.com

Phone: 0713607842

Linkedin: <http://www.linkedin.com/in/victor-timbwa-3a3448220>.

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## **PERSONAL STATEMENT**

I am dedicated to advancing my career and achieving my professional goals by securing a position in a reputable organization where I can expand my experience, knowledge, and skills. I am eager to take on challenges and responsibilities that will not only benefit my professional development but also make a significant contribution to the success of the organization I work for. I am determined to grow and thrive through continuous learning and unlearning in order to become a better version of myself every day. I aim to be a dependable individual who can offer innovative solutions to challenges that arise in my area of expertise.

## **EDUCATION BACKGROUND**

<b>[2017-2021]</b>	<b>: Mount Kenya University</b> Bachelor of Information Technology (Second Class Honors' Upper Division).
<b>[2013-2016]</b>	<b>: Samoei Boys High School.</b> Grade: B-
<b>[2004-2012]</b>	<b>: Septon Primary School</b> Score: 359 Grade: B+

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## **WORK EXPERIENCE**

### **1. Frontend Software Developer-E&M Technologies. [3<sup>rd</sup> January- Upto date].**

#### **Duties and Responsibilities.**

- Creating business requirement documentation for the solutions under development.
- Creating screens designs and prototypes for different solutions using Figma.
- Coding the designs using REACT framework.
- Overseeing the development process and managing the frontend developers.
- Conducting Quality Assurance for the designs and code under development.
- Overseeing automated testing and communicating changes to the management.

## **2. Networks and Infrastructure Intern- Public Service Commission [13 Dec 2022 –To date**

### **Duties and responsibilities**

- Hardware installation and configuration of work stations and IT equipment.
- Installing software and providing end user support for software related issues.
- Help desk support and responding to IT-related inquiries from end users by troubleshooting hardware and software issues, and escalating advanced problems to Senior staff.
- Monitoring, reporting network performance and generating reports on arising issues.
- Collaborating with senior staff in gathering requirements and giving suggestions on projects or solutions to be implemented.
- Project support in various projects such as network upgrades, software rollouts, or infrastructure expansions.

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## **3. Kenya National Examination Council. [Dec 2022- Jan 2023]**

### **Position: Data Capture**

### **Duties and Responsibilities**

- Captured and entered accurately scores for over 40,00 candidates KCSE English scores into the database system.
- Validated scores to ensure that they are accurate, complete and they meet the required standards.
- Analyzed data trends for the captured scores for future improvements.
- Developed data capture frameworks and workflows to streamline the process.
- Communicated data capture progress and results to the stakeholders

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## **4. Equity Bank (1<sup>st</sup> December- 31<sup>st</sup> March 2022).**

### **Position: Monitoring and Evaluation apprentice.**

### **Duties and Responsibilities.**

- Captured academic report cards for *Wings to Fly* and Elimu scholars.
- Entered bio data for Wings to Fly and Elimu cohort collected through registration forms at the induction and commissioning events.
- Consolidated Hamper and transport sign sheets.
- Collected receipts for payment done to schools
- Collected scholar Academic report cards from schools mapped to respective branches.
- Reviewed and verified transport data for Wings to Fly & Elimu Scholars.

**Courses and Certifications.**

- Agile Project Management –Coursera.
- CCNA 1, CCNA 2 and CCNA 3 Course Completion Certificates.
- Introduction to Cybersecurity.
- Prince2 Foundation and Practitioner.

**REFEREES**

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1.Mr. Anderson Hidavu

Assistant Director ICT  
services

Public Service  
Commission

Phone :0722 612 570

2. Mr. Okumu Stephen

Senior ICT support officer

Public Service Commission  
Phone :0722 216 443

3. Mr. Wesley Rotich

Western Region Mentorship  
Coordinator.

wesrotich@gmail.com.

Phone: 0724282281