# YAHYA ABDI

## **BBIT Student**



+254724832714



yahyerabdi@gmail.com

## Experience

## Alpha Grain Millers Limited, Nairobi,

IT Intern

June - Sep 2021

**Technical Support** Providing assistance to employees with hardware, software, and network-related issues. This could involve troubleshooting problems, installing software, or configuring hardware.

**Network Administration:** Assisting with the setup, configuration, and maintenance of computer networks. This could involve tasks like configuring routers and switches, monitoring network performance, and troubleshooting network issues.

**System Administration:** Assisting with the setup, configuration, and maintenance of computer systems and servers. This might include tasks such as installing operating systems, managing user accounts, and implementing security measures.

## Light Tax Limited, Nairobi,

Industrial Attachment July-Sep 2020

- Tax Preparation and Filing: Preparing and filing tax returns for various clients, ensuring accuracy and compliance with relevant tax laws and regulations.
- Managing NSSF, NHIF, and PAYE contributions for clients, ensuring timely and accurate processing.
- Invoice posting
- Bank reconciliation and ETR generation

## Education

#### **KCA** university

Diploma in Business Information Technology 2020 - 2021

Certificate in Business Information Technology 2019 - 2020

Pumwani Boys Secondary School 2014 - 2017

St. Mary's Primary School 2005 - 2013

# Certifications

- Driving License, Category B, Kenya, January 2020
- Google Cybersecurity Professional Certificate program
- .Cisco Network Basics

# **Professional Summary**

A highly motivated and hardworking final-year student resently pursuing a Bachelor's degree in Business Information Technology (BBIT) from KCA University. With a strong foundation from a Diploma in Business Information Technology and practical experience in IT support and web development, I am looking for an attachment opportunity in my final semester to hone my abilities and acquire hands-on experience in a professional context.

# Languages

- English (fluent)
- Swahili (fluent)

# Technical Skills

- HTML
- CSS
- JAVASCRIPT
- Python Programming.
- SQL.
- Network troubleshooting
- Linux.

### Reference

Mr. Ibrahim Abdikadir

Managing Director of Light Tax Limited



+254722326627

Mr. Hussein Qalisha

Manager of Alpha Grain Millers



+254720498257