YAHYA ABDI

BBIT Student

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✉ 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

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Mr. Hussein Qalisha

Manager of Alpha Grain Millers

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