

# BRICE WILSON

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- SUMMARY

Detail-oriented administrative professional with over three years of experience providing comprehensive support to executive teams and office operations. Proven track record of managing administrative tasks efficiently and maintaining strict confidentiality. Strong organizational skills coupled with excellent communication abilities to coordinate office activities and facilitate smooth workflow.

WORK EXPERIENCE	ICT Intern, KenGen	2023
	<ul style="list-style-type: none"><li>ICT user support</li><li>Installation, repair and maintenance of Telephone Extension lines from a PABX</li><li>Data collection, data entry and reporting of statistical analysis</li><li>Computer repair and maintenance, assembling of computers</li><li>Network maintenance and Trouble shooting</li><li>Report Writing</li><li>Troubleshooting of hardware and software</li></ul>	

EDUCATION	Bachelor of Science (Computer Science)	2024
	Egerton University	
	Certificate in Data Engineering	2024
	BSankhyana Consultancy Services	
	Child Online Protection	2024
	Afralti	

KEY SKILLS	• Programming : Python, SQL	• Problem solving.
	• Data Analysis with Excel	• Customer service.
	• Computer Literacy in MS office	

REFEREES	Joshua Nyakiti	Dr. Peter Kemei
	Senior Engineer Kenya Electricity Generating Company nnyakiti@gmail.com +254 722152055	Senior lecturer Egerton University pkemei@egerton.ac.ke +254 727725372