

CURRICULUM VITAE

CONTACT INFORMATION:

NAME: BRIAN SURTAN
ADDRESS: P.O. BOX 10653 – 30100 ELDORET
CELL PHONE NO: 0717161332
EMAIL: surtan.brian@students.jkuat.ac.ke
DATE OF BIRTH: 22, MAY 1994
NATIONALITY: KENYAN

CAREER OBJECTIVES:

- To work in a dynamic institution that provides stimulating and educative environment to horn my academic and professional skills so far attained; and develop hands-on experience in dealing with system engineering and design, web development e-Business and distributed computing.

PERSONAL PROFILE:

- I am a highly intelligent individual, a great team player and an effective communicator with good interpersonal skills seeking a position in a competitive development-oriented organization.

WORK EXPERIENCE:

PERIOD	MISSION
AUGUST 2018 – March 2020	Assistant IT Manager Samnet Africa/ Zehneria Portico <u>Key Responsibilities</u> <ul style="list-style-type: none">□ Smooth functioning and co-ordination of vendors for Guest Internet, Property Management Systems - PMS, Point of Sale - POS, Telephony systems and other software vendors.□ Knowledge of network infrastructure, including CAT5/6 cabling, wireless networks, network switches, WAN/LAN, domain controller, Active Directory, firewall and VPN applications.□ Monitoring server operations and troubleshooting as required.□ Developing and installing backup system for all office computers (Server, Local Cloud and Virtual Cloud).□ Coordinate upgrades and maintaining the directory structure on network servers.□ Using remote control software tools to provide diagnosis and fault resolutions. • Installing network related hardware and software.□ Running regular preventive maintenance of all IT equipment.□ Ensuring system integrity and security by setting up proper controls and resolution procedures.□ Creating and Administrating Microsoft Exchange staff emails.□ Providing hardware repairs and service for all the office equipment.□ Attending to IT related emergencies for staff and guests.

	<ul style="list-style-type: none"> □ Able to perform other IT or Systems related task assigned by the management. Like making graphic designs for marketing materials (presentations, posters)
MARCH 2018 – AUGUST 2018	<p>(Trainee) Assistant IT Manager Samnet Africa/ Zehneria Portico</p> <p><u>Key Responsibilities</u></p> <ul style="list-style-type: none"> □ Providing technical advice on procurement and strategic use of new technology □ Monitoring server operations and troubleshooting as required. □ Developing and installing backup system for all office computers (Server, Local Cloud and Virtual Cloud). □ Using remote control software tools to provide diagnosis and fault resolutions. • Installing network related hardware and software. □ Running regular preventive maintenance of all IT equipment. □ Ensuring system integrity and security by setting up proper controls and resolution procedures. □ Creating and Administrating Microsoft Exchange staff emails. □ Providing hardware repairs and service for all the office equipment. □ Attending to IT related emergencies for staff and guests. □ Making graphic designs for marketing materials (presentations, posters)
APRIL 2017 – OCTOBER 2017	<p>SENIOR ICT OFFICER BALOZI AGENCIES (volunteer)</p> <p><u>Key Responsibilities</u></p> <ul style="list-style-type: none"> □ Analyzing user requirements and problems in order to prepare plans and specifications to computerize and network operations □ Testing and reviewing systems and software programs to determine their efficiency, reliability, compatibility with the changing environment □ Coordinating the implementation of computer security policies and guidelines to safeguard information resources and infrastructure. □ Guiding the monitoring, diagnosis and troubleshooting of the computer network backbone □ Planning, monitoring and evaluating ICT program activities; □ Developing and implementing ICT strategies □ Managing and coordinating the ICT unit and drawing up the budget for the ICT unit; □ Coordinating initiative for completion of ICT projects within the planned time deadlines and budget projections; □ Developing reports on ICT standards and supervise overall systems documentation;

JANUARY 2016 – AUGUST 2016	SOFTWARE SUPPORT SPECIALIST AT CENTRINO TECHNOLOGIES(apprentice) <u>Key Responsibilities</u> <ul style="list-style-type: none"> ▢ Providing exceptional support to end-users. (using deductive problem solving skill to investigate and solve a broad range of issues daily, responding to email and telephone support requests and customer correspondence) ▢ Improving Centrino products and processes (analyzing each support request for the root cause, and determining if the issue could be prevented by changes in the software, updating and creating knowledge base articles to reduce support requests)
MAY 2015– DECEMBER 2015 POSITION HELD:	INTERN AT CENTRINO TECHNOLOGIES <u>Key Responsibilities</u> <ul style="list-style-type: none"> ▢ Learning VANGUARD FINANCIAL SOFTWARE. ▢ Preparing SQL reports.

ACHIEVEMENTS AND TRAININGS

PERIOD	MISSION
JUN 2017	AJIRA DIGITAL PROGRAM TRAINING
JAN 2016 – AUGUST 2016	Final Year Project – Online Voting System Created a Web based application using PHP and Mysql

ACADEMIC QUALIFICATION

PERIOD	QUALIFICATION
SEPT 2022 - NOV 2023	Holberton School (African Leadership X (ALX)) Software Engineering(Front-End)
MAY 2014 – JUNE 2017	JOMO KENYATTA UNIVERSITY OF TECNOLOGY AND AGRICULTURE Dip. INFORMATION TECHNOLOGY
APRIL 2016	CCNA ROUTING AND SWITCHING INTRODUCTION TO NETWORKS
SEPTEMBER 2015	CISCO NETWORKING ACADEMY IT ESSENTIALS
JULY 2013 – AUGUST 2013	DOMINION TRAINING INSTITUTE COMPUTER SYSTEM APPLICATION PACKAGES
2009 – 2013	KOMBE HIGH SCHOOL KENYA CERTIFICATE OF SECONDARY EDUCATION (KCSE)
2001 – 2008	JERUSALEM P.A.G PRIMARY SCHOOL KENYA CERTIFICATE OF PRIMARY EDUCATION (KCPE)

SKILLS: Python, HTML,CSS,Modern JavaScript, React, Suite 8, Materials Control, Micros Ms Office applications, Outlook. .

AWARDS: Deans award in recognition of excellent performance. (Jan 2013 & Aug 2013)

HOBBIES: Reading novels, travelling, socializing, playing football and watching sci-fi movies & comedies.

REFEREES:

1. Dr. Gladys Rotich
Associate Chairperson(CES)
CES Nairobi CBD Campus
P.O Box 62000 - 00200
Nairobi, Kenya
Tel: 020-221306
2. Mr. Geoffrey Inyundere
Co-Founder & CTO at Centrino
Technologies Limited
Mitsumi Business Park
Westlands, Kenya
Tel: 020-2587637
3. Mr. Saropar Caesar
Front Office Manager
The Zehneria Portico Hotel
Karuna Rd. Westlands
Nairobi, Kenya
Tel: 0722633882