RESUME

Calton Maloba

Programmer & Web developer

Email: caltontravis382@gmail.com

Phone: 0713982946.

Address: Nairobi.

GITHUB: caltontrav

PERSONAL STATEMENT

I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.

EDUCATION BACKGROUND

May 2020- Nov 2021:	Diploma in Information Technology Zetech University.
2012 – 2015:	Kenya Certificate of Secondary Education BookShine High School.
2004 – 2011:	Kenya Certificate of Primary Education Fair-Oak Primary School.

COURSES

Sept Nov 2017:	Seniors driving School

Awarded a Kenyan Driving license

Dec 2015 – Jan 2016:   Computer Packages certificate

                                         Kasarani ICT college

CERTIFICATIONS

CCNA   May 2020
Cisco System
(Introduction to network, CCNA 2,3 & cyber ops)   Awarded certificate of completion.

Use of office productivity software   January 2016
Kasarani ICT College   Awarded certificate of completion for computer packages.

HOBBIES

- Travelling
- Working out.
- Socializing

WORK HISTORY

JAN 2022 to DEC 2022:   Internship at Kenya Revenue Authority

                                Department: Tax Appeal Tribunal

Responsibilities:

- Attend Tribunal hearings and record proceedings.
- Download audio recordings for transcription.
- Transcribe audio recordings for compilation of a Hansard.
- Extract orders for immediate issuance to parties.
- Assist the team with general office duties including research, data entry, filing etc.
- Keeping records of all Tribunal proceedings for future retrieval and perusal.

2021 Sept– 2021 Nov: IT attachment at Zetech University

Responsibilities:

- In charge of computer Labs.
- Installing Software on PCs for first time uses.
- Investigating, diagnosing and problems.
- Maintenance of Desktop PCs.
- Data entry.

SKILLS

Web development   **Structured programming**

Intermediate: HTML, CSS & php   Intermediate: Java, C++ & C

Computer maintenance & Troubleshooting   **Database management**

Intermediate   Intermediate

Typing

Intermediate

Languages: Conversational English/Kiswahili

REFERENCES

Mr. Titus Njiru   Ms. Ann Waithira

Facilitator: Zetech University   CEO: Tax Appeal Tribunal

Mobile N.o: 0707015033   Mobile N.o: 0721812978

titus.njiru@zetech.ac.ke   agn.taxadvice@gmail.com

Ms. Joan Mahihu   Mr. Felix Maero

Supervisor: Kenya Revenue Authority   Court Clerk: Kenya Revenue Authority

Mobile N.o: 0712787170   Mobile N.o: +254 729800505

mahihutat@gmail.com   maero@kra.go.ke