

DANIEL GUDINA

@ danielgudinatadesse@gmail.com
0710156247

P.O. Box 205-00217 Limuru



OBJECTIVE

I am a proactive problem solver and a determined achiever who is open for an opportunity to utilize my acquired knowledge in Computer science to assist an organization with it's periodic process. I am also a strong team player who is open to learning, accommodative to new ideas and skills which contribute towards personal development as well as institutional

EXPERIENCE

13th February
2023 - 12th
February
2024

NDEIYA SUB COUNTY EDUCATION OFFICE INTERN

1. Support of e-learning and content development in line with schemes of work
2. Providing classroom support and training of school teachers in use of digital literacy devices.
3. Support implementation of the Digital literacy Program.
4. Assisting teachers by integrating ICT in delivery of teaching, learning, assessment and reporting.
5. Providing first line support and maintenance of ICT services in the schools.
6. Performed roles of a clerk in the 2023 KCPE/KPSEA/KCSE examination period.
7. Organization of education files and documents in the office.
8. Updating incoming mail register and others for record keeping.

July 2022 -
September
2022

KENYA ANIMAL GENETIC RESOURCES CENTER (KAGRC) ATTACHE

1. Backing up critical data in various departments like Finance, Procurement and Laboratory, Audit and ICT server room for data continuity in case of a disaster
2. Installing operating systems and various applications such as antivirus, ERP, Sage/ Pastel accounting software and Microsoft Office.
3. Updating computer inventory register and record keeping.
4. Computer troubleshooting and preventive maintenance.
5. Setting up and configuring network printers.
6. Creating and configuring LAN networks.

January 2021
- August 2021

SUGU'S HIGH PRESSURE CAR WASH ASSISTANT MANAGER

1. Organization of vehicles and workers to clean them in the compound.
2. Ensure tasks are done efficiently by workers and approved by the drivers.
3. Ensure cleanliness of the compound and the draining system working properly at all times and effective working of the machines in use.
4. Facilitate collection of payments for services rendered and payment of workers according to the company's policies.
5. Auditing files of activities done and the entire money to be given to the Company's CEO.
6. Developing a professional relationship between the client drivers and the company's employees.

10th January
2017 - 5th
September
2017

JISHINDE USHINDE STUDIO ASSISTANT

1. Maintenance of hardware, software installation and updates.
2. Equipment auditing by inspection of different machines (desktops, monitors and printers)
3. Learning photography, video editing and rendering as well as photocopy services.

EDUCATION

2018-2023

LAIKIPIA UNIVERSITY
BSC COMPUTER SCIENCE
SECOND CLASS HONOURS UPPER DIVISION

2014-2017

MUHOHO HIGH SCHOOL
KENYA CERTIFICATE OF SECONDARY EDUCATION (KCSE)
B-

2012-2013

LIMURU MODEL PRIMARY SCHOOL
KENYA CERTIFICATE OF PRIMARY EDUCATION (KCPE)
B

SKILLS

- Main expertise in programming using flutter and dart for software applications and some experience in Python.
- Proficient in windows and Microsoft office packages
- Networking: LAN and WAN setup, configuration, troubleshooting and management
- Hardware and software maintenance
- Social Media Usage (Facebook, X)
- Document and archive management
- Presentation preparation and editing (power point)
- Office administration and management

INTERESTS

- Reading Novels, internet and cyber security materials.

ACTIVITIES

- Playing basketball
- Drawing and art
- Going on nature walks and hiking

LANGUAGES

- English
- Kiswahili
- Italian

PERSONAL DETAILS

- Date of Birth : 26/05/2000
- Nationality : KENYAN
- Religion : Christian
- Gender : Male

REFERENCE

- **Mr James Njuguna - KENYA ANIMAL GENETIC RESOURCES CENTER**
Senior ICT officer
jnjuguna@kagrc.go.ke
0727480388
- **Mr Ignatius Kariuki Mwangi - Ministry of Education**
Director of Ndeiya sub county Education office
scdendeiya@gmail.com
0721448883
- **Mr Samwel Njuguna - SUGU'S HIGH PRESSURE CAR WASH**
CEO
samuelnjuguna@gmail.com
0792527812
- **Mr Daniel Kariuki - JISHINDE USHINDE STUDIO**
CEO
danielkariuki@gmail.com
0726637300