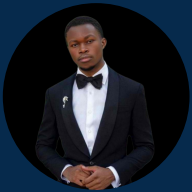# DANIEL MUKULA

IT Office Assistant Administrator

P. O. Box 50-100, Kakamega, KENYA   @ danielmukula8@gmail.com   +254 758 175 275

github   digital shop   digital market

PROFESSIONAL SUMMARY

Computing graduate with proven expertise in office administration and technical support seeking an IT Office Assistant Administrator role. Demonstrated success in maintaining data integrity, streamlining office operations, and delivering exceptional customer service. Combines intermediate proficiency in multiple programming languages with strong Microsoft Office skills to enhance organizational efficiency and technological implementation.

EMPLOYMENT

Assistant Manager (Part-Time)   Jan 2023 - Aug 2023
Sales Depot

- Maintained comprehensive sales documentation with 100% accuracy, ensuring seamless data accessibility and retrieval for business operations
- Delivered professional customer service by efficiently processing orders and implementing solutions that measurably improved client satisfaction
- Executed precise data entry operations that maintained database integrity, directly supporting critical business analytics and decision-making processes

EDUCATION

Diploma in Computer Science Level 6   Sep 2023 - Sep 2025
Bungoma National Polytechnic

Information and Communication Technology (ICT) Essentials, Office Automation Specialist   Mar 2023 - Jul 2023
Ayes Consults Ltd., Kakamega, Kenya

Kenya Certificate of Secondary Education (KCSE) - Grade (B-)   Jan 2018 - Dec 2022
Musingu High School, Kenya

Kenya Certificate of Primary Education (KCPE) - Grade (B+)   Jan 2014 - Nov 2018
Primary School, Kenya

CERTIFICATIONS

KCSE Certificate
Kenya Certificate of Secondary Education

Computer Course Completion Certificate
Ayes Consults Ltd.

CORE COMPETENCIES

- Data integrity management
- Advanced organizational systems
- Exceptional attention to detail
- Efficient time management
- Technology adaptation
- Clear and effective communication
- Client-centered service approach
- Continuous professional development

SKILLS

HTML5

CSS3

JavaScript

React.js

Node.js

Bootstrap

Tailwind CSS

Java

Python

C++

Flutter

Keyboarding (39 wpm)

MS Windows Operating Systems
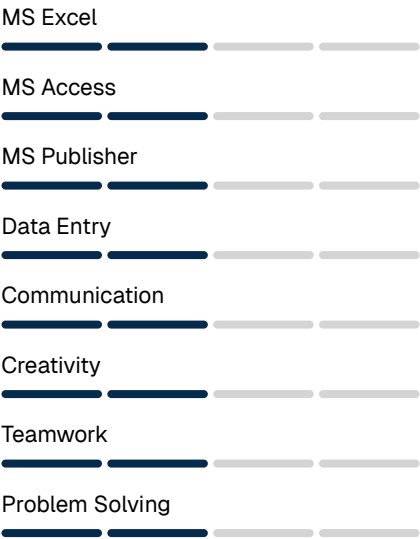
Web Browsers

MS Word

MS PowerPoint

PROJECTS

REFERENCES

Professor Charles Lugania, Professor
Ayes Computer Consultants Ltd
hopeforthrieving@gmail.com
0791575065

MS Excel

MS Access

MS Publisher

Data Entry

Communication

Creativity

Teamwork

Problem Solving

LANGUAGES

English

Kiswahili

ACTIVITIES

Music Analysis and Appreciation
Developing critical listening and analytical skills through systematic study of diverse musical compositions

Competitive Football
Participating in structured local leagues to enhance leadership, strategic thinking, and team collaboration skills

Technical Solution Development
Designing and implementing technology-based solutions to address real-world challenges and improve operational efficiency