

**MICHAEL ODHIAMBO DUNGA**  
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### **Knowledge And Skills**

- ☐ Computer Programming
- ☐ Web Development
- ☐ Database Management
- ☐ Computer Repair and Maintenance
- ☐ Microsoft Office Suit
- ☐ Mobile Application Development
- ☐ Computerised Statistical Analysis

### **Educational Information**

**2011-2014: Mawego Technical Training Institute ()**

Diploma in Information Communication Technology

**2006-2009: Kobala Mixed Secondary School**

Kenya Certificate of Secondary Education (KCSE)

**1997-2005: Kamwala Mixed Primary School**

Kenya Certificate of Primary Education (KCPE)

### **Work Experience**

**2019(August): Kenya National Bureau of Statistics → Enumerator:**

I worked for the Kenya National Bureau of Statistic as an Enumerator in the 2019 Census exercise.

**2015(Jan-June): African Institute Of Research and Development → Computer Trainer:**

During my time at African Institute of research and Development, I successfully prepared students for the TIVET examinations in the following Units;

1. Computer Applications II (DICT Module I),
2. Database Management systems (DICT Module II),
3. Systems Analysis and Design (DICT Module III),
4. Computational Mathematics ( DICT Module II),
5. Operating Systems ( DICT Module II),
6. Internet Based Programming (DICT Module III),

**2012(Sep-Jan): Gusii Institute of Technology -> Computer Laboratory Technician:**

1. Setting up of LAN network in the institute.
2. Troubleshooting network (wired and wireless).
3. Effecting hardware and software maintenance in the institution
4. Skilled in web development using CSS HTML, JavaScript, and PHP.
5. IP address configuration.
6. Web programming.
7. Networking, tracking and crimping of RJ-5 cable.
8. Efficient communication skills.
9. Team work.
10. Preventive maintenance.
11. Formatting computers and software installation.

**2012(Jan-Apr): Kisii Bottlers Limited (KBL) -> User Support Staff:**

1. Preparation of Company Equipment Management Systems like SERA system.
2. HELP Desk and Maintenance functions which include User Support; computer hardware and software maintenance; network troubleshooting, scaling and upgrading.
3. The SERA system sales analysis which includes calculation of :  
customer's monthly analysis, preparation of monthly distributors' sales targets and updating daily, monthly and yearly up-to-date (YTD) sales volumes.

The SERA system:

- Creation of reports for sales analysis
  - Stock reconciliation and input of stocks into the system before production.
  - Calculation of the daily stocks positions
4. Management of Internet and Intranet support desk.

**2010(January-December): The Mango Tree Orphan Support Trust → Chief's Office Messenger:**

1. Helping visitors in finding their way around.
2. Carrying out routine clerical tasks and errands to the chief and his assistants.
3. Copying documents for mailing and distribution.
4. Managing files for easy storage and retrieval. Executing official errands.