

Kelvin Kimutai Birech

Telephone no: +254 798 984 167 / +254 784 984 167

Email: kelvinbirech27@gmail.com

Personal Profile

I am a result-driven and motivated IT professional having relevant experience having worked as an IT Support Trainee at State Department For Interior and Citizen Services Civil Registration Services. I have practical experience in systems administration, support, software development, testing, specifications, and security policy. Expertise in a service desk environment providing both hardware and software support. I am competent in application installation and application testing. I Possess a proven ability to assist with the day-to-day running of an IT department and its business IT systems. Right now, I am looking forward to joining an organization where I will have a chance to gain exposure to a wide variety of clerical activities.

Education

2019 - 2021

Diploma in Software Engineering

Zetech University

2015 - 2018

Kenya Certificate of Secondary Education

St. Patrick's High School

Professional Qualifications

- **Jan - Mar 2021:** CyberOps Associate; CISCO Certified Networking Academy
- **Jan - Mar 2020:** Switching Routing and Wireless Essentials; CISCO Certified Networking Academy
- **May - Jul 2020:** Enterprise Networking Security and Automation; CISCO Certified Networking Academy
- **May-Oct 2020:** Associate Google Cloud Engineer; Pluralsight

Skills

- **Compatibility Knowledge:** I have the knowledge of which types of software programs are compatible with certain types of hardware, being aware of RAM and hard-drive space requirements, as well as how to install and upgrade the programs.
- **IT skills:** I have adequate IT skills, Python programming, Adobe Photoshop, Network management, and Database administration
- **Set up and Maintenance:** I can Set up and maintain software and hardware, I can install software programs or drivers, set up networks of computers or printers, or set up routers for wireless connections.
- **Software and hardware expertise:** Excellent skills at using antivirus software and tools to eliminate viruses, spyware, and others.
- **Communication Skills:** I have an excellent ability to follow, apply, interpret, and explain instructions and or guidelines.
- **Analytical and Problem solving:** I can visualize, solve complicated problems in the best way and make accurate and informed decisions.
- **Organization and Planning:** I have good time management skills and organizational skills. I develop a system to plan my time so that I can achieve my goals in a timely and manageable way.

- **Teamwork:** I have a strong belief in teamwork with an ability to accept any contribution and useful directives to achieve the goal.

Work Experience

Sept-Dec 2021

State Department For Interior & Citizen Services Civil Registration Services

Position: IT Support trainee.

Key Achievements:

- Participated in the implementation of a new, updated birth registration system, as well as staff training on its use. This solution streamlined the birth certificate issuance process as well as the overall user experience for employees.
- Assisted in the installation of the ministry of ICT's new high-end servers. As a result, network latency was reduced and database access was faster from all stations across the country.

Responsibilities:

- Set up workstations and office equipment.
- Database, software installations, and configurations.
- Run software updates and backups.
- Provided technical and hardware support to staff members.
- Assisted in planning and implementation of database systems

Additional Information

Training and Workshop

- Feb 2022: Azure Fundamentals and Cloud Concepts by Microsoft ADC
- Feb 2021: Data Entry/Management by Ajira Digital Training
- Aug 2020: Google Cloud Functions by Google Africa Developer scholarship
- Jul 2020:GCP Fundamentals: Getting Started with Kubernetes Engine by Google Africa Developer scholarship

Seminars and Conferences

- Jan 2022: GADS Conf 2021
- March 2022: NVIDIA GTC

Hobbies and Interests

- Digital Photography, Community Development, Cycling, Artificial intelligence, Computer video games, Gaming PC builds, Cloud engineering, and Data science

Referees

Navy Bosibori

System Administrator and Supervisor, State Department for Interior and Citizen Services

Telephone no: +254 722 844 583

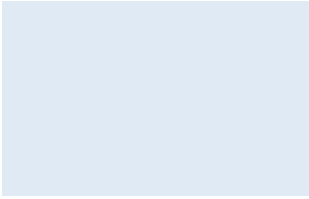
Email: <mailto:nbnyanaro@gmail.com>

Daniel Njeru

H.O.D ICT, Zetech University

Telephone no: +254 719 321 351

Email: <mailto:njeru2014@gmail.com>



Mohammed Kara
IT Officer, Civil Registration Services
Telephone no: +254 715 661 149
Email: <mailto:mohammedkara7@gmail.com>
