

# KENNETH OYIEKE OKUTA

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## PERSONAL PROFILE

I am an ambitious, proactive, and enthusiastic business information technology (BIT) professional with knowledge and skills in maintaining systems, Data management, Networking, I.T support, and Web and Mobile applications. I hold a bachelor's degree in Business Information Technology from Mount Kenya University and have worked in different institutions. My career Objective is to seek challenging career growth with honesty, good relationships, and best performance that will translate my experience, knowledge, skills, and ability into value for the organizations I work for and their stakeholders.

## EDUCATION

**Bachelor of Business Information Technology | 2019-2022 | Mount Kenya University**

**Kenya Certificate of Secondary Education | 2013-2016| Homa Bay High School**

**Kenya Certificate of Primary Education | 2004-2012 | St. Thomas Evergreen**

## EXPERIENCE

**ICT INTERN | Ministry of Education, State Department for Basic Education, Homa Bay County |Feb 2023-Present**

- Support of E-Learning and content development in line with the schemes of work
- Providing classroom support and training of School teachers in use of digital literacy Devices
- Support the implementation of the Digital Literacy Programme.
- Carrying out innovations to enable schools to improve the use of digital learning
- Provide support in the safe, secure, and ethical use of technology in learning
- Assist teachers by integrating ICT in the delivery of teaching, learning, assessment, and Reporting
- Support school staff with the development and production of key school policies and Procedures
- Provide first-line support and maintenance of ICT services in the schools

**Credit and Intermediary Support Officer| Central Depository and Settlement Corporation | Jan – Feb 2023**

- Process immobilization documents in the system
- Prepare rejection letters for Demat private transfers
- Maintain records of CDS2 and Demat private transfers
- Transfers of Shares

## **ICT INTERN | Kenya Union of Savings and Credit Co-Operatives Ltd | January 2022 – June 2022**

Responsible for the installation and maintenance of IT equipment including printers, and scanners. Supporting customers using remote access technologies.

- Diagnosis of desktop, application, networking, and infrastructure issues. Experience in supporting a wide and varied client base.
- Troubleshooting PCs, laptops, and mobile devices.
- Providing 1st/2nd line support to users.
- Administering the IT department's policies and procedures. Installation and support of telecommunication equipment. Maintaining a log of all problems detected and system backups.
- Responsible for maintaining backups and for project work such as new builds. Working closely with software suppliers to resolve operational issues.
- Responsible for supporting: Windows 7/ Office 2010 and 2016, Windows Server, Backup products, Anti-Virus products, DNS/DHCP, TCP/IP, Ethernet, wireless router, and Firewall Configurations.

## **Census Enumerator | Kenya National Bureau of Statistics| July- September 2019**

- To record data in the tablet as required by KNBS.
- Able to work with the database for correction and updating details of the various people.
- Good communication skills to enable an easy understanding of people to acquire correct details.
- Able to send data to supervisor by use of internet or Bluetooth.

## **High School Teacher| St. John God Ndonyo Secondary School | Jan 2018 - Dec 2018**

- Teaching mathematics, physics, and business studies.
- Interim class teacher for form Two.
- Examination coordinator.
- Administered assessments to determine each student's Specific educational and social needs.
- Established productive rapport with parents, encouraging Parental involvement to boost student achievement.
- Assisted in developing student-led after-school tutoring Programme to help students succeed.
- Fostered team collaboration between students through Group work, learner-based learning
- Developed students' computer and technology skills through demonstrations and practice

## **Enumerator| Elizabeth Glaser Pediatric Aids Foundation | Feb - May 2017**

- Conducting the home-based testing and counseling.
- Enumeration of households.
- Filing of the enumeration documents.
- Data entry

## RELEVANT SKILLS AND PERSONAL ATTRIBUTES

- Excellent interpersonal, teamwork, and communication skills.
- Keen observational and analytical skills with proven accuracy and precision track record.
- Computer literate- proficiency in basic computer operations, Internet, and Microsoft Office applications (Word, Excel, PowerPoint, publisher, access).
- Skills in programming languages such as HTML, CSS, JAVASCRIPT, PHP, PYTHON, WordPress, C, and C++.
- Proficient in Windows and Linux operating systems and databases.
- Reliable, dependent, decisive and results-driven
- Knowledge of network resource sharing and security, server, firewall, and proxy configurations.
- Extensive computer and network system experience in maintenance and initial setup.
- Attention to small details and excellent critical thinking, decision-making, management, and leadership skills.
- Hands-on experience with Cisco routers, switches, and firewalls.
- Knowledge of networking protocols, HTML, XML, and scripting languages;
- Commitment to integrity and high-quality performance.
- Strong professional references from previous supervisors.
- Ability to work in a clinically busy, resource-challenged, and demanding environment

## PERSONAL REFERENCES

**Dr. George Ochola Owino | Finance Manager| Kenya Union of Savings and Credit Co-Operatives Ltd**

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**Mr. Julius Opondo | Sub-County Director of Education| Ministry of Education**

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**Mrs. Rose Bella Mboya | Ombujo Women Community Organization CBO Chairperson | Homa Bay**

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