

WAWIRE NGAO KEVIN'S CV

Personal Information

Name: Wawire Ngao Kevin

Email: kenxuxakungwi@gmail.com

Phone: 0748057448

Age: 24 Born: June 1, 2001

State of Origin: Navakholo, Kakamega

State of Residence: Kawangware, Nairobi

Profession Summary

Bachelor of Science graduate in Mathematics and Computer Science with over 5 years of experience across ICT, web development, health administration, security operations, teaching, hotel operations, and retail services. Skilled in developing portfolio websites, e-commerce platforms, and custom systems, with proven expertise as an IT Consultant, Network/HMIS Administrator, and Receptionist at KCR-Hospital. Brings strong abilities in customer service, inventory management, and adaptability across both technical and service-oriented roles.

Work Experience

Web & Systems Developer (Freelance)

Self-employed - September 2022 - Present

- 1) Design and develop portfolio websites, personal websites, e-commerce platforms, and custom systems for clients at affordable rates.

Hotel Operator

Brilliant Safari (Galana plaza, Nairobi) - June 2025 – August 2025

- 1) Coordinated with hotels in different locations to confirm room availability for clients.
- 2) Handled hotel bookings, cancellations, and managed waitlists efficiently.
- 3) Responded to other hotels' emails and inquiries regarding reservations and itineraries for the companies client.

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- 4) Prepared and maintained business and reservation reports for management review.

Peer Teaching & Group Leadership

Kirinyaga University - October 2021 – April 2025

- 1) Guided classmates in understanding challenging Mathematics and Computer Science concepts through peer teaching sessions.
- 2) Recognized by lecturers and given opportunities to explain and present technical topics during class sessions.
- 3) Led academic discussion groups, breaking down complex topics into simple explanations tailored to each colleague's level of understanding.
- 4) Coordinated group study schedules, delegated tasks, and facilitated collaborative problem-solving sessions.
- 5) Improved peers' academic performance by encouraging active participation and providing mentorship in project work and assignments.

IT Consultant

Kerugoya County Referral Hospital (Kirinyaga) - 5 May 2024 – 5 August 2024

- 2) Provided IT support, managed system maintenance, and resolved technical issues.
- 3) Installed, configured, and updated operating systems and hospital applications.
- 4) Monitored and maintained the hospital's LAN and internet connectivity.
- 5) Ensured system backups and digital data integrity protocols were followed.
- 6) Resolved printer and network issues across departments.
- 7) Participated in inventory management of ICT hardware and peripherals.

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Network Administrator

Kerugoya County Referral Hospital (Kirinyaga) - 5 May 2024 – 5 August 2024

- 1) Managed hospital network infrastructure, ensuring stable connectivity.
- 2) Configured routers and handled network troubleshooting.

HMIS Administrator

Kerugoya County Referral Hospital (Kirinyaga) - 5 May 2024 – 5 August 2024

- 1) Managed Health Management Information Systems and maintained accurate digital health records.
- 2) Supported data reporting tools and provided technical assistance for digital patient records.
- 3) Contributed to the Health Digitization Initiative, assisting in the integration of data from other facilities.

Receptionist/Front Desk Officer

Kerugoya County Referral Hospital (Kirinyaga) - 5 May 2024 – 5 August 2024

- 1) Managed digital reception services, handled patient data entry, appointment scheduling, and front-desk ICT operations.

Security Personnel

Royal Security Company - April 2023 - August 2023

- 1) Provided security services at ABSA Bank, including access control and visitor verification.
- 2) Reported incidents, maintained discipline, and ensured compliance with security protocols.
- 3) Built rapport with clients and staff to ensure a secure environment.

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Volunteer Math & Computer Studies Teacher

Fr. Kemper Sisokhe Secondary, Kakamega - April 2021 – June 2021

- 1) Taught Mathematics and Computer Studies to secondary school students, ensuring lessons were clear, engaging, and aligned with the school curriculum.
- 2) Prepared comprehensive lesson plans, teaching materials, and class activities to promote active learning and student participation.
- 3) Assessed student performance through assignments, tests, and practical exercises, providing constructive feedback for improvement.
- 4) Offered extra academic support to students facing challenges in understanding key concepts, improving overall class performance.
- 5) Collaborated with fellow teachers to maintain a positive learning environment and share best teaching practices.

Supermarket Attendant

Naivas Supermarket (Nairobi South B) - December 2016 - February 2017

- 1) Managed inventory, restocked shelves, supported customer service, operated tills, and maintained store cleanliness.
- 2) Used POS systems for financial transactions.

Education

1. Kirinyaga University - 2021 – Grad. 9th Oct 2025
BSc. Mathematics and Computer Science
2. Fr. Kemper Sisokhe Secondary School - 2017 – 2020
Kenya Certificate Of Secondary Education
3. St. Patrick Sisokhe Primary School - 2008 – 2016
Kenya Certificate Of Primary Education

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Skills

- ❖ Leadership & Peer Mentorship
- ❖ Communication & Interpersonal Skills
- ❖ Teamwork & Collaboration
- ❖ Problem Solving & Critical Thinking
- ❖ Time Management & Organization
- ❖ Customer Service & Front Office Operations
- ❖ Teaching & Training
- ❖ Web Development & System Design
- ❖ IT Support & System Maintenance
- ❖ Health Information Systems Management
- ❖ Data Entry & Digital Record Management
- ❖ Security & Compliance Management
- ❖ Inventory & Retail Operations

Referees

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