CURRICULUM VITAE

# PERSONAL DATA



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| --- | --- |
| Name:  Date of Birth | Kiarie Peter Kimani  22-10-1994 |
| P.O Box: | 331, Kiambu |
| Nationality: | Kenyan |
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# OBJECTIVE



I am a goal oriented individual with enthusiasm to learn. I am a team player as well as a good leader. My objective in professional life is to focus on maximum growth in I.T. Project Management & Technical aspect with the company alongside.

# COMPUTER/PROFESSIONAL SKILLS



* All Windows OS to windows 8
* Computer hardware and software Proficiency
* Database systems(MySql Server,Sql Server and Ms Access database)
* Network Administration and design
* Programming Languages(Java,Php,Android, Vb.net,Java Script)
* System maintenance ,repair and Support
* Windows server
* Networking

# DOCUMENT MANAGEMENT SOLUTION PROFESSIONAL SKILLS



* M-File DMS End User Support
* M-File DMS Business Administrator
* M-File DMS Information Technology Administrator
* Pinpoint DMS Administrator

## PROJECT EXPERIENCE



* Final Semester Project; as Part of the Diploma (IT) Curriculum.
* Final Semester Project; as Part of the Bachelor of Science in Information Technology (IT) Curriculum.

## PROFESSIONAL EXPERIENCE



1. September 2014-December 2014 –Kenya Institute of Special Education (KISE)

Position: Information Communication Technology Intern

## Duties and Responsibilities

* Support windows-based desktops and server software and hardware.
* Install, maintaining, configuring and ensuring the integrity of computer software.
* Installation of software and configuring of computers.
* Install and configure computer systems, diagnose hardware/software faults
* Troubleshooting system and network problems, diagnosing and solving hardware/software faults.
* Troubleshooting and networking printers, scanners and photocopiers.
* Installation of networks and troubleshooting.
* Installing and updating antivirus programs and other software’s direct from the server.

### 2. Sep 2017- Feb 2018 – Jomo Kenyatta university of Agriculture and Technology

Position: Biometric Registration Admin

Contract Type: Registering students using biometric system (volunteer)

## Duties and Responsibilities

* Training staff on how to use biometric and student admission system.
* Training my college on how to register students and staffs.
* System maintenance.
* Registered all students’ in main campus and satellite campus.

### 3. May 2018- August 2018 – RobiSearch limited

Position: Technical Support/Software programmer Intern

Responsibilities.

* Installation of point of sale system in various businesses.
* Training clients on how to use POS, Bulk SMS and other software’s.
* Installation of school biometric system in vyulya girls and other schools for sending real time SMS.
* Software development(leave management system which I installed in victorial water board)

### 4. May 2019 – August 2019 – Domino Systems Limited

Position: Technical and Support Stuff (Contract 3months)

* My responsibilities for the company is to plan and execute a test run or a project for the company.
* Training staff and clients on site and off site.
* Charting conclusive and reliable reports of a project or team accomplishments.
* Technical support at client site/off site.
* Create extensive frameworks to aid in successful project execution.  Document, Business processes and IT Infrastructure analysis at Client  Client Side software installations and configurations.
* Meeting prospective clients and demonstrating company's products.
* Tailoring DMS to suit the client business before DEMO.
* Train technical staff in the company.
* Prepare user friendly documentation for clients and technical staff for the company.
* I have worked on
  + **Image Plus** - Document Management Solution + KOFAX Express scanning solution. Project & Technical Lead.

### 5. April 2020 – June 2020 – Casual Worker Next Technology

Position: Implementation network in level 5 Hospital Thika (Contract 3months)

* My responsibilities for the company implement network under a supervision
* Reporting every day and doing the tanking through the hospital.
* Completing the project within the time frame

## PROFESSIONAL QUALIFICATIONS



Sept 2015- May 2019- - Jomo-Kenyatta University of Agriculture and Technology

Bachelor of Science in Information Technology

(Awaiting for Graduation)

Sept 2013- May 2015 - Jomo-Kenyatta University of Agriculture and Technology

Diploma in Information Technology

Feb 2009 – Nov 2012 – Juja Farm Secondary School

Kenya Certificate of Secondary Education

Jan 2004 –Nov 2008 – Juja Farm Primary School

Kenya Certificate of Primary Education

## LEISURE PURSUIT



* Travelling
* Socializing
* Swimming
* Reading

## LEADERSHIP

Entertainment Captain- juja farm Secondary School

Team Building Expert and leader of Young Wale Group

Youth Organizing Secretary- ACK ST Mathews Church

## REFERENCES



James Maina

Project and Technical Manager

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