Curriculum vitae

Eric Kimani

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Summary

Productive employee and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service. Dedicated to self-development to provide expectation exceeding service. Trustworthy and dedicated work ethic. Self-motivated to consistently provide first-class results in line with stringent targets and deadlines.

Experience

ICT Technician (Attachment)

Ministry of education
State department for TVET, Nairobi
14 August – 31 October 2023

- Provided user support on various Local Area Network (LAN) inquiries related to client/server configuration, IP Addressing, Sub netting, Domain setup and Administration as per the configuration scheme used in the ICT unit and switch and Router Configuration.
- Participated in the assembly of new computers procured within the Ministry, including installing and configuring software.
- Participated in the configuration of personal computers to the education domain and deployment of corporate anti-virus (Kaspersky).
- Participated in ICT support which involved troubleshooting and upgrading ICT equipment and systems upon user requests.
- I also participated in various internal end-user training programs where he was instrumental in guiding learners on how to use various ICT-related programs during the working sessions.
- I took part in system development by the ICT for skills inventory to be used for training at the Ministry Of Education staff.
- Participated in assisting officers in holding virtual meetings as per the protocols set by the Ministry Of Education.

Skills

- **Communication skills**: Ability to communicate clearly and concisely, which includes being tactful and diplomatic.
- **Computer applications**: I am familiar with the most well-known Microsoft office programs which include Microsoft word, Microsoft excel, Microsoft PowerPoint, Microsoft access.
- **Operating system**: I am also familiar with the basic concepts and principles of the operating system.

- **Basic electronics**: Implementation of pc support maintenance.
- **ICT Concepts and introduction to computers**.

Education

Nairobi technical training institute - Nairobi, Kenya
Certificate of Higher Education - Certificate in information and communication technology, 2022 – Current.

Kairi high school - Kiambu, Kenya
Kenya certificate of secondary education -Secondary education, 2020 - 2022

The Corner Brook school - Kiambu, Kenya Secondary education, 2018 – 2019

Marion preparatory school - Kiambu, Kenya
Kenya certificate of primary education -Primary education, 2015 – 2017

Languages

Swahili: First Language

English: C2 Proficient

Referees

1. Mrs. Glory k. Mutungi

CHIEF PRINCIPAL

Nairobi Technical Training

Tel: 020-8034403.

2. MR MWARIA A.M

PRINCIPAL

Kairi high school

Tel: 0723752713.

3. Mapenzi Ngala

ICT OFFICER

Ministry Of Education

Tel: 07274615222