**Curriculum vitae**

**Eric Kimani**

28374, lower Kabete Kiambu, Kenya 0790493762

kimanieric381@gmail.com

**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