

## CURRICULUM VITAE

# GEOFRY KIMUTAI.

## PROFESSIONAL SUMMARY

Versatile IT professional with a strong foundation in system administration, software development, and web technologies. Demonstrated ability to quickly adapt to new technologies, work collaboratively in team environments, and deliver high-quality results. Seeking a role that leverages both technical and programming skills to drive innovation and operational excellence.

## 1.0 CONTACT INFORMATION.

**Permanent Mailing Address** : P.O. Box 201-30301 Nandi Hills  
**Mobile phone number** : 0757-710-275  
**E-mail address** : [kimutaigeofry048@gmail.com](mailto:kimutaigeofry048@gmail.com)

## 1.1 PERSONAL INFORMATION.

**Date of birth:** Jan 16, 2000  
**Nationality:** Kenyan  
**Sex:** Male  
**Language:** English and Kiswahili (written and spoken).  
**Website:** [https://kimutaigeofry048.github.io/personal\\_website/](https://kimutaigeofry048.github.io/personal_website/)

## 2.0 CAREER OBJECTIVES

To secure an IT Administrator position where I can:

- Apply expertise in software development, web technologies, and system administration
- Contribute to full-stack development projects, from backend systems to user interfaces
- Utilize problem-solving skills to develop efficient, scalable solutions
- Implement and manage system security measures and data processes
- Expand knowledge of emerging technologies and best practices in software development and IT administration
- Collaborate effectively with cross-functional teams to drive technological improvement

### 3.0 ACADEMIC BACKGROUND

**August 2019 – October 2023**

**Rongo University,**

BSc. in Informatics Science,

Qualification: 2nd Class, Upper Division.

**February 2015 – November 2018**

**University of Eldoret High School,**

Kenya Certificate of Secondary Education (K.C.S.E),

Qualification: C+ (Plus).

**January 2007 – November 2014**

**Kapkembur Primary School,**

Kenya Certificate of Primary Education (K.C.P.E),

Qualification: 291/500.

### 4.0 WORKING EXPERIENCE.

**November 2023 – to date: EPK Kibwari PLC.**

Position: Production Worker.

Key responsibilities:

- Operate and monitor manufacturing equipment in a fast-paced production environment

- Ensure compliance with quality standards and safety procedures
- Collaborate with team members to meet production targets and optimize processes
- Developed strong problem-solving skills and attention to detail in a complex manufacturing setting.
- Maintain awareness of IT infrastructure and identify potential areas for technological improvement

**May 2022 – August 2022: Nandi Tea Estates Limited**

**Position:** Information Technology Support – Trainee/

**Reporting to:** Systems Administrator.

*Key Areas;*

- Administered network infrastructure and implemented data backup systems
- Troubleshoot hardware and software issues efficiently
- Collaborated on implementing security measures, including intrusion detection systems
- Assisted in evaluating and implementing new technologies to improve infrastructure
- Developed scripts to automate routine tasks, improving operational efficiency
- Contributed to the design and maintenance of internal web applications

## 5.0 TECHNICAL SKILLS.

- Programming Languages: Python, JavaScript
- Web Technologies: HTML, CSS, Basic API knowledge
- Databases: MySQL, basic understanding of enterprise database systems
- Operating Systems: Windows, Linux
- Networking: LAN/WAN configuration, firewalls, routers, switches
- Security: Intrusion detection systems, data backup/recovery
- Cloud Computing: Basic understanding and implementation.

- Git.

## 5.1 SOFT SKILLS

**Communication:** Written and verbal skills

**Interpersonal skills:** Active listening, collaboration, teamwork

**Problem-solving:** Critical thinking, analytical abilities

**Organizational skills:** Time management, multi-tasking

**Adaptability:** Ability to learn quickly and adjust to changes

**Work ethic:** Responsible, reliable, positive attitude

**Customer service:** Friendly, patient, empathetic

**Leadership:** Takes initiative, accountable

## 6.0 TRAININGS AND WORKSHOPS ATTENDED.

- Active participation in Google Developer Student Club (GDSC) at Rongo University during four-year study.
- Collaborated on coding projects within GDSC, fostering practical coding skills and industry engagement.
- Completed Ajira Digital Training (3rd-7th Oct 2022) to enhance online and digital skills.
- Successfully finished Devops online training by Devtown, gaining insights into development operations.

## 7.0 INTERESTS.

- Continuously updating knowledge on latest software development trends and technologies
- Exploring open-source software solutions and contributing to community-driven projects
- Developing personal coding projects to enhance skills in various programming languages

## 8.0 REFEREES.

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