GEOFRY KIMUTAI
Web Developer

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Date of birth: Jan 16, 2000
Nationality: Kenyan
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OBJECTIVE

- To work in a challenging and ever changing business and communication environment by adding value to the organization while upholding the highest level of professional, moral and ethical standards.
- To expose myself to enriching work related experiences so as to enhance career progression.
- To apply my abilities and experiences by responding to the call of leadership, teamwork and personal growth.

EXPERIENCE

Nandi Hills,Kenya
May 2022 - Aug 2022

IT Support - Intern
Nandi Tea Estate

- Provided technical support and troubleshooting to 20+ end users to resolve over 30 IT issues and maximize productivity.
- Spearheaded onboarding and setup of new hardware and software systems for 10+ employees. Configured laptops, installed operating systems, set up printers/scanners, and provided training.
- Led software update projects across the organization. Coordinated with department heads to schedule upgrades and minimize downtime.
- Identified and recommended new technologies and systems to improve network security, remote access, and efficiency. Presented proposals to management.
- Created help desk knowledge base articles and FAQ documents to enable self-service for common user issues. Reduced ticket volume by 18%.
- Tracked IT inventory and utilization. Developed database of assets and licenses to optimize costs.
- Earned recognition for quickly resolving technical problems and providing excellent customer service.

Key Achievements
- Reduced average issue resolution time by 20% through process improvements
- Selected to lead critical ERP implementation project as key member of 5-person team
- Conducted onboarding training for all new hires, educating over 50 employees on core IT systems and tools within their first week. Received positive feedback on training quality

EDUCATION

Sep 2019 - Oct 2023

BSc in Informatics Science
Rongo University

Qualification: Second Class Upper Division.

Feb 2015 - Nov 2018

Kenya Certificate of Secondary Education (K.C.S.E)
University of Eldoret High School

Qualification: Mean grade of C+

Jan 2007 - Nov 2014

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

Qualification: 291/500 Marks.

SKILLS

- Web Development
- Social Media Management
- Content Development
- Digital Communication and Good Communication skills
- Brand Marketing
- Search Engine Optimization (SEO)
- Time Management
- Creativity
- Collaboration
- Adaptability
- Attention to detail
- Lifelong Learning

LANGUAGES

English
Advanced

Kiswahili
Advanced

WORKSHOP/TRAINING 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.
- Always demonstrating a commitment to continuous learning and skill development in the technology field.

INTEREST

- Engaging in social impact initiatives, including community outreach, peer counseling, and charity work.
- I enjoy watching and reading motivational and inspirational stories, drawing inspiration from diverse journeys and successes.

REFEREES

TITO K BAIYWO,
SYSTEM ADMIN,
NANDI TEA ESTATE LTD,P.O BOX 26-30301
NANDI HILLS.
TEL: 0721 824328

STANLEY KIPRONO,
DIVISION MANAGER,
EASTERN PRODUCE KENYA LTD,
KAPSUMBEIWA ESTATE.
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