

CURRICULUM VITAE

GEOFRY KIMUTAI.

1.0 CONTACT INFORMATION.

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1.1 PERSONAL INFORMATION.

Date of birth: Jan 16, 2000
ID number: 37540438
Nationality: Kenyan
Sex: Male
Religion: Christian
Residence: Nandi Hills
Language: English and Kiswahili (written and spoken).

2.0 CAREER OBJECTIVES

- Secure an entry-level role in IT support and operations /web development that provides enriching work experiences and opportunities for continuous learning, leadership, and teamwork.
- Utilize my technical skills, training experience, and commitment to upholding the highest standards of professionalism gained through education and internship.

- Add value in a challenging business environment by applying abilities and responding to the call for leadership and teamwork.
- Expose myself to enriching work experiences to enhance career progression.
- Work in an ever-changing business and communication environment.

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.

May 2022 – August 2022: Nandi Tea Estates Limited

Position: Information Technology Support – Intern.

Reporting to: Systems Administrator.

Key Areas;

- Provided daily technical support and troubleshooting for 20+ end users resolving over 30 common IT issues.

- Spearheaded onboarding and setup of hardware/software for 10+ new hires including system configuration and training.
- Led organization-wide software update projects and coordinated with department heads.
- Researched and recommended new technologies to improve infrastructure, security, and efficiency.
- Created knowledge base and FAQ documents, reducing help desk tickets by 18%.
- Performed other duties as assigned by the supervisor.

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 20 employees on core IT systems and tools within their first week. Received positive feedback on training quality.

5.0 TECHNICAL SKILLS.

Programming: Python, JavaScript, HTML, CSS

Databases: MySQL,

Data Analysis: Excel

Operating Systems: Windows, Linux

IT Support: Troubleshooting, installation, configuration

Networking: LAN/WAN, security, administration

Cloud Computing.

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.

Coding - Staying up to date on the latest programming languages and web development frameworks through online courses and personal projects.

Technology - Reading technology blogs and magazines to learn about new gadgets, innovations, and industry trends. I am eager to try out new devices and applications.

8.0 REFEREES.

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