MARK MUTINDA KINAI

HR ASSISTANT | WEB DEVELOPER | SEO SPECIALIST

CURRICULUM VITAE

PERSONAL SUMMARY

D.O.B: 06-JAN-2003

Address: Nairobi, Kenya, Africa Mobile:

+254 792 966 620

Email: markkinai3@gmail.com

Languages: English, Swahili

Religion: Christian

Website: https://mywebmark.tech/

GitHub: https://github.com/markcyfred

LinkedIn: https://www.linkedin.com/in/mark-kinai-2948b3275/

ACADEMIC QUALIFICATIONS

a) Higher education

I.   May 2022 to April 2023……………………. St Paul's University
    Course: **Diploma in Computer Science.**

II.   Jan 2018 to Nov 2022…………………… Kasikeu Boys High School
    Course: **Kenya Certificate of Secondary Education.**

b) Professional certificates

I.   Feb – March   2024 - Digital Marketing.

II.   Feb - March   2024 - Email Marketing.

III.   Feb – March   2024 - SEO, SEM, SEO Strategies, Google Analytics.

IV.   Jan - February   2024 - Azura Fundamentals.

V.   Jan - February   2024 - Virtual Cloud Computing.

VI.   Nov - December 2023 - Fron End Development

VII.   May - August   2023 -Cisco Certified Network Associate (CCNA).

WORK EXPERIENCE.

GILANIS DISTRIBUTORS: **HR ASSISTANT -** March - 2024 –Today

Duties & responsibilities:

A. **HR Documentation:** Maintained employee records, updated HR databases, and prepared reports.

B. **HR Project Support:** Assisted in various HR projects, such as performance management and employee engagement initiatives.

C. **Administrative Support:** Provided general administrative support to the HR team, including filing, file audit, data entry, and correspondence.

D. **Onboarding Assistance:** Assisted in new employee onboarding, including orientation and training coordination.

E. **Excel and HR System Management**: Utilized Excel and the HR system for leave management, data analysis, and reporting purposes.

F. **Data Analysis:** Skilled in compiling, analysing, and interpreting HR data for reporting and decision-making purposes.

<u>NANDRAJ LIMITED</u>**: WEB DEVELOPER, SEO SPECIALIST &
CONTENT CREATOR –**<u>Aug-</u> <u>2023 – March-2024</u>

<u>Duties & responsibilities:</u>

A. **Website Design and Development:** Translated visual designs into interactive web pages using HTML, CSS, and PHP, WordPress, in coordination with design teams.

B. **SEO Techniques:** Displaying a consistent commitment to learning evolving SEO techniques and tools to drive sustained organic traffic growth.

C. **WordPress Expertise:** Experienced in utilizing WordPress as a content management system to create and manage websites.

D. **Content Management:** Ensured the accuracy and relevance of website content by regularly updating text, images, and multimedia elements.

E. **Technical Issue Resolution:** Swiftly identified and resolved technical issues like broken links, swiftly identified and resolved technical issues like broken links, browser compatibility glitches, and responsive design challenges.

F. **Keyword Research and SEO:** Conducted comprehensive keyword research to identify impactful keywords driving organic traffic.

VINTEX TECHNOLOGIES**: WEB DEVELOPER** (INTERNSHIP) – April

to July 2023

Duties & responsibilities:

A. **Team Collaboration:** Participated in teamwork to design, code, and improve websites, aiming for the best possible functionality and visual attractiveness.

B. **Coding Proficiency:** Wrote well-structured code to ensure a seamless user interface; PHP, HTMLS, CSS, JavaScript, WordPress, CodeIgniter, Laravel.

C. **Infrastructure Setup and Configuration:** Assisted in setting up and configuring servers, databases, and content management systems to support website functionality.

D. **Technical Issue Resolution:** Identified and resolved technical issues by utilizing debugging tools and problem-solving methodologies.

E. **Version Control Management:** Utilized version control systems like Git to collaborate with team members and manage codebase changes effectively.

F. **Performance Optimization:** Tested and optimized website performance for fast loading times and optimal usability.

SKILLS

- IT Technical Proficiency: Hardware, software, operating systems, networking, and web development.

- HR Administration.

- Administrative Support.

- Data Analysis

- UI/UX Fundamentals

- Version Control: GitHub

- Responsive Design

- Project Management: Planning, resources allocation, task tracking, delivery, and budget.

- Content Creator

- Front-End and Back-end web development: PHP, SQL, Laravel, WordPress, CodeIgniter, Restful API.

REFERENCES.

	NAME	ROLE	COMPANY	MOBILE NUMBER
1.	Stella Mutunga	HOD HR	Gilani's Distributors	+254722378807
2.	Kelvin Mboto	CEO	Vintex Tech.	+254 701 995 445

3. Dipak Varsani   CEO   Nandraj Limited   +254 743 144 727

4. W. Musyoka   Lecturer   St Paul's University   +254 734 995 070