Mutisya
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A B O U T   M E

I am an ICT professional with extensive general and project management expertise, I enjoys being part of a successful and productive team. I am experienced in various aspects of ICT development and management including network infrastructure and security, Windows Server and database administration.

I am also able to demonstrate the motivation and commitment required to achieve objectives and meet tight deadlines. I Possesses excellent interpersonal skills and can communicate concisely at all levels.

S K I L L S

7 / 10
MYSQL/ POSTGRESQL/ FIREBASE

8 / 10
XML/HTML/CSS/BOOTSTRAP

9 / 10
WINDOWS/ SQL SERVER

10 / 10
NETWORKING/ NETWORK SECURITY

6 / 10
PHP / KOTLIN/ ANDROID

CORE COMPETENCIES

- Possess over ten (10) years' experience in Management of Information Systems/ Network installation and Support.
- Able to define or adapt to IT policies and ensure the alignment of tasks to them.
- Able to plan and manage projects.
- Possess strong problem solving skills with the ability to make well thought out decisions.
- Highly tuned to understanding and responding to user needs.
- A realistic planner with an eye for details.
- Capable of working to a high standard as part of a team and able to accept responsibility for individual contribution.

E X P E R I E N C E

IT Support Executive

Universal Corporation Ltd (Dec 2016 - To date)

As an IT Support Executive I am responsible for the below duties:

- Daily backup of all laboratory applications and support of the organizations backup application (Simpana Commvault V10).
- Antivirus management (Kaspersky and Trent Micro Office scan)
- Support of the organizations biometric attendance and access control system.
- Configuring security policies on computers and applications.
- Creating user groups, assigning privileges and roles to different system users.
- Creation, Unlock, Password resetting and disabling of user accounts.
- Ensuring all laboratory applications comply with 21 CFR part 11.
- Maintenance and support of the existing networks.
- Expanding existing networks to cater for organizational growth.
- Desktop and Server Management.
- Support of Microsoft office365 applications.
- Installation and support of SAP.
- Periodic review/audit of activities performed in the computer systems.
- Administration of the HRM system.
- ERP backup using Microsoft SQL Server.
- Maintenance and support of the organizations CCTV Control center.
- Any other task assigned to me by the IT Manager.

E D U C A T I O N

- International Diploma in Computer studies (IDCS)
  Computer Pride
  May 2005 - April 2006

- Foundation Diploma (IMIS)
  Computer Pride
  Jan 2004 - July 2004

- Certificate – Micro computer operations and Networked systems
  Copperbelt Computer College
  June 2000 - Dec 2000

- O Level
  Kabaa High School
  1996 - 1999

C E R T I F I C A T I O N S

- Web and Mobile Application (Android & IOS) Development - *(Ongoing)*

- Certified Ethical Hacker (CEH V9)

- D-link Certified Specialist (IP-Surveillance)

- Cyberoam Certified Network & Security Professional (CCNSP)

- Cisco Certified Network Associate (CCNA)

- Linux Essentials (L+)

- Network Support Specialist (N+)

- Microsoft Certified Technician

Systems Administrator

Machakos Level 5 Hospital (March 2015 – Dec 2016)

As Systems Administrator I was responsible for the below duties:
- Maintenance, repair and support of the installed networks.
- Expanding existing networks to cater for organization growth.
- System installations.
- Maintenance of the organizations computers.
- Staff training in the use of computer software and hardware.
- Support of the Hospital Information Management System (FUNSOFT).
- Support of the Lab management system (Labware V6).
- User Support for new/existing system users.
- Windows Server Management.
- Daily backups with Microsoft SQL Server.
- Kaspersky Internet Security Management.
- Any other task assigned to me by the Head of IT.

Network Technician/ Health Management Information System Officer

Eastern Deanery Aids Relief Program (Nov 2012 – Dec 2013)

As Network Technician/ Health Management Information System Officer I was responsible for the below duties:

- Designing and installing networks in remote sites.
- Expanding existing networks to cater for organization growth.
- Maintenance, repair and support of the installed networks.
- Support of the organizations Cyberoam UTM appliance.
- Support of the Health Management Information System (e-care) at site level.
- Running and maintaining Kaspersky Security Centre.
- System installations.
- User Support for new/existing system users.
- Ensuring Timely and Accurate entry of data.
- Daily backups with Microsoft SQL Server and Microsoft Access.
- Generating MOH and periodic reports as required.

Network Support/ Data officer

Eastern Deanery Aids Relief Program (Sep 2010 – Oct 2012)

As Network Support/ Data Officer I was responsible for the below duties:
- Managed and maintained the IT network.
- Maintained the company's intranet and local area network (LAN).
- Design and installation of networks in remote sites.
- Expanding existing networks to cater for organization growth.
- Maintenance, repair and support of the installed networks.
- System installations.
- Ensuring timely and accurate entry of data.
- Daily backups with Microsoft SQL Server and Microsoft Access.
- Generating MOH and periodic reports as required

PROJECT UNDERTAKEN:

- 2010 – 2012

Designing and Installation of Local Area Networks in 12 [twelve] Eastern Deanery Aids Relief Program (EDARP) remote sites to enable introduction of Health Management Information System (e-care).

- 2016

Introduction and integration of Labware V6 laboratory management system to the existing Hospital Information Management System (FUNSOFT)

- 2017 – 2018

IQ, OQ & PQ of new laboratory analytical equipment's and applications (Chromeleon, FTIR, Agilent, Autopol, Spectrum ES, Refractometer, Viscometer, UV, Rigaku/Raman).

Systems Maintenance Officer

Eastern Computer Institute. (Jan 2008– Dec 2008)

As Systems Maintenance Officer I was responsible for the below duties:
- Maintenance of the organizations computers
- Teaching IT
- Software installation and maintenance
- Any other task assigned to me by the principal

ICT Technician

Benevolent Institute of Development Initiatives. (April 2004– Dec 2007)

As ICT Technician I was responsible for the below duties:
- Maintenance of the organizations computers.
- Network installation and support.
- User support.
- Staff training in the use of computer hardware and software.
- Any other task assigned to me by the programme coordinator.

REFEREES

Available Upon Request