



MAIMUNA EDIN MOHAMED

Details

Mandera West, Mandera,
13700-70300, Kenya
0724-225112
munaadan33@gmail.com

Date / Place of birth
20TH February, 1998
Moyale
Nationality
Kenyan

PROFILE

I am a professional ICT with administrative and development expertise. I am a computer literate and with sound knowledge of advance operation of computing devices and system operations. I am capable of working in a dynamic and rapid changing environment with minimal supervision to create value and contribute to the general success on the entity. I am innovative and result driven person with good leadership, team work and administrative skills, I am capable of turning organizational challenges into opportunities and utilize the available minimum resources efficiently to achieve the organizational goal.

EMPLOYMENT HISTORY

Secretary at Vickers Security Services Ltd, Mandera

March 2024 – Date

Roles and Responsibilities

- Develop and maintain ICT documentation, processes, and procedures
- Bookkeeping and cash management
- Financial planning, accounting and auditing of records
- Manage data and other information resources of the Company with the highest levels of professionalism, competence, diligence, and confidentiality.

Internship at NEP College of Health Sciences, Garissa

April 2023 – July 2023

Roles and Responsibilities

- Manage students in ICT related support issues as per the ICT guidelines
- Enhance performance of ICT tools through repairing and maintenance of the devices
- Conduct routine maintenance and troubleshooting and installation of best ICT techniques for best solutions.
- Perform frequent data backups and conduct data recovery procedures where necessary
- Develop ICT policies and manuals that clearly indicates the processes and procedures
- Maintain an up-to date ICT inventory and disposal list
- Keep up to date with technological changes in the ICT industry, and develop new skills in response to these, and in accordance with the College's ICT strategy.
- Submission of routine and ad hoc reports
- Any other duties as assigned by supervisor

Skills

Leadership

Customer Relations

Team Player

Communication

Time Management

Interpersonal

Languages

Swahili

English

Somali

Borana

Hobbies

Reading, Travelling,
Coding, Sports and
Community Development
Voluntary Projects.

Attachments at NEP College of Health Sciences, Garissa

January 2023 – March 2023

Roles and Responsibilities

- Supports students in operating ICT devices during practical classes
- Conduct maintenance and troubleshooting of ICT infrastructure
- Networking of devices and internet devices
- Basic software development and programming support
- Any other duties as assigned by supervisor.

🎓 Education

Diploma in Information Technology, Garissa University, Garissa

September 2021 — June 2023

Graduation with Credit

Kenya Certificate of Secondary Education, Mandera North Private Center, Mandera

February 2015 — November 2019

Kenya Certificate of Primary Education, Al-Khulafau Rashidin Primary School, Moyale

January 2007 — November 2014

🎓 Courses

Basic Programming, Udemy

2023

🏆 Extra-curricular activities

Member at Garissa University Muslim Students Association (GUMSA), Garissa University, Garissa

September 2021 — June, 2023

📖 REFERENCES

Mr. Henry Lusala from Garissa University

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