

Danwycliff Njoka Ndwiga

Contacts

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📍 26 Wan'guru

 [LinkedIn](#)

🌐 [My Website](#)

Hard Skill

- Systems Administration
- Data Management and Analysis
- SQL, Mysql, SQLAlchemy
- Business Intelligence and Analytics
- JavaScript,Python,Flask,React.
- IT Support
- object-oriented Programming
- Database management

Soft Skill

- Ambitious mindset and desire to grow.
- Flexible attitude and adaptability to change
- Self-motivated and results-oriented
- Teamwork
- Effective Communication
- Organized and a time manager
- Ability to handle confidential data with honesty and integrity

Education Background

- **KABARAK UNIVERSITY**
Bsc of Business Information Technology(BBIT)
Second class upper
Sep 2019 - April 2023
- **NYANGWA BOYS HIGH SCHOOL**
KCSE
2014 - 2018

References: Available upon request.

Career Profile

I am an Enthusiastic and results-driven individual, attentive to details, and always on time with assignments. A clear communicator and easy collaborator ready to take on challenging tasks that will help me grow, I am Eager to contribute my expertise in an organization where I cannot only apply my skills but also continue to grow and evolve in alignment with the company's goals

Professional Experience

KCB BANK Headquarters (KenCom) | INTERN HR - Resourcing Department

Feb 2023 – April 2023

Key responsibilities:

- Partnered with managers and employees to support HR processes and drive people strategy
- Provided technical support to end-users and resolved helpdesk requests
- Filed physical and digital copies of important documents to maintain accurate and cons.
- Provided recommendations based on data analysis
- Executed administrative tasks under managerial supervision to optimize workflow.
- Booked conference rooms, scheduled catering and sent invitations to assist in coordinating events.
- Facilitated new hire processes including onboarding documentation, systems setup, and introductory reviews
- Provided actionable recommendations based on data analysis

Achievements

2019– 2023

I was elected as the runners up All-rounded best student Kabarak class of 2023

2015– 2018

Served as the Chairperson of the Christian Union,a dormitory Captain,a class representative and a club Chairperson

Certifications

- **MORINGA SCHOOL - NAIROBI**
Software Development
June 2023 - Dec 2023
- **U.S.I.U - Cyber Shujaa**
Cyber Security - Security Analyst
Jan 2024 - (ongoing)
- **APEX COLLEGE**
Computer Packages (Distinction)
Dec 2018 - Feb 2019