Danwycliff Njoka Ndwiga

My Contact

✉ danwycliff6769@gmail.com

☏ +254720292757

📍 26 Wan'guru

in 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 – NAKURU**
  Bsc of Business Information Technology(BBIT)
  Second class upper
  Sep 2019 - April 2023

- **NYANGWA BOYS HIGH SCHOOL**
  KCSE
  2014 - 2018

Referees

STELLA MUSONYE
KCB Bank - Resourcing Manager
0720928560
musonyestella@gmail.com

PERIS W. WACHIRA
Economist/Policy Analyst - Nairobi
0711461819
wachiraperis9@gmail.com

My 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 actionable 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

- **UNITED STATES INTERNATIONAL UNIVERSITY**
  Cyber Security – Security Analyst
  Jan 2024 - April 2024(ongoing)

- **APEX COLLEGE**
  Computer Packages (Distinction)
  Dec 2018 - Feb 2019