

Danwycliff Njoka Ndwiga

SOFTWARE DEVELOPER

My Contact

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☎ 0720292757

📍 26 Wan'guru

🌐 [LinkedIn](#)

🌐 [My Website](#)

Hard Skill

- React.js
- Flask
- SQL
- python
- Javascript,XML
- Git

Soft Skill

- Curiosity
- Flexibility
- Self-Motivation
- Team Player
- Communication

Education Background

- [KABARAK UNIVERSITY – NAKURU](#)
Bachelor of Business Information Technology (BBIT)
Second class upper (66.7 Points)
Sep 2019 – April 2023
- [Apex College](#)
Computer Packages (Distinction)
Dec 2018 – Feb 2019
- [Nyangwa Boys High School](#)
KCSE (B-) 54 Points
2014 – 2018

About Me

A dependable individual, attentive to details, and always on time with assignments. Clear communicator and easy collaborator ready to help staff with diverse needs. Brings strong computer skills and adaptability for changing assignments.

Professional Experience

KCB BANK Headquarters (KenCom) | INTERN
Feb 2023 – April 2023

Key responsibilities:

- Registered information on database to preserve accurate details.
- Sorted and distributed incoming mail to manage communication flow.
- Filed physical and digital copies of important documents to maintain accurate and consistent records.
- Maintained calendar and scheduled meetings and appointments to streamline operations.
- Executed administrative tasks under managerial supervision to optimise workflow.
- Booked conference rooms, scheduled catering and sent invitations to assist in coordinating events.

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

Referees

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