

Stanley Joseph.w. Ndung'u
Address: P.O Box 90-00220, Kijabe
Mobile No: +254 700 649 037
E-mail: stanleyjoesph52.sj@gmail.com

PROFILE SUMMARY

I am a hardworking person who is able to work under minimal supervision. I have excellent organization, management and communication skills. Through my academic process I have been able to acquire great research, writing and presentation skills. I possess leadership skills and well able to work with deadlines. I am flexible and have good analytical and problem-solving skills. I uphold integrity, and diligent, and articulate.

CAREER OBJECTIVE

To pursue a career within a dynamic organization where the acquired knowledge, skills in the legal profession will add value to the organization and increase the efficiency, quality and effectiveness of all necessary operations which benefit and can be handled by my qualification through working smart and team spirit.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Feb 2016 to Jan 2018

St. Paul's university
Bachelor in business information technology

Jan 2015 to Jan 2016

St. Paul's University
Diploma in Business information technology

Jan 2014 to Apr 2014

Presbyterian University
International computer driving license

Feb 2010 to Nov 2013

Loreto Nakuru Boys School
Kenya Certificate of Secondary Education

PROFESSIONAL MEMBERSHIP

Kenya Red Cross

PROFESSIONAL EXPERIENCE

Aug 2014 - A.I.C Kijabe Hospital purchasing department.

- Receiving of medical supplies from the different suppliers.
- Doing stock taking of the available supplies in the stores as well as checking of bin cards in the store.
- Rising of new orders to the supply's office for approval.

Nov 1 to Dec 2015- Incube System Africa Ltd.

- Developed new business opportunities to meet trends
- Helped develop and implement strategic sales plans
- Facilitate client requirements meetings – both in person and/or remotely using current on line presentation applications
- Report weekly sales forecasts
- Develop market analysis to identify customer needs, price schedules, and discount rates
- Stay current with client needs, competition, and industry trends
- Deliver sales presentations/proposals to prospective clients with a successful closing rate

June 2017 to-date – Lington Assets Limited-collection agency

- Manage and maintain IT systems, services and infrastructure in a manner that ensures sustained uptime, seamless and robust staff experience and support.
- Manage and maintain a robust monitoring, controls, business continuity, security, backup and recovery.
- Primary contact with system support groups system developer and support
- Procure IT systems, services technologies, infrastructure in line with Lington Assets Limited Policies.
- Driving innovative IT initiatives, change and process improvement with the guidance of my seniors.
- Provide technical support to all Lington Assets staff and all the other branches in East Africa.
- ICT Systems and servers room management.
- User training on ICT related issues and analysis of frequent user mistakes that can be corrected
- Social media editor for the company and website webmaster and developer.
- Remote system support for users and servers.
- Strong command of a web server application through cPanel and Content Management Systems (CMS).

Strong understanding of computer network infrastructure, and topologies.

KEY PROFESSIONAL SKILLS

Demonstrating flexibility and adaptability to changing priorities and quality delivery within tight time scales.

Able to create productive work environment that generates excellent team communication that leads to high rates of efficiency.

Ability to deal with a demanding workload which may include considerable correspondence and to prioritize accordingly.

Have a working knowledge of Programming language e.g. C#, PHP, JavaScript with MySQL.

Able to execute instructions with high degree of accuracy and attention to details.

Demonstrating high level of personal integrity and ethical behavior, particularly when dealing with confidential issues.

Expert with web servers i.e. Apache, Apache TomCat.

HOBBIES

Reading Literature

Outdoor activities -
football.

Traveling

REFERENCES

Miss. Jane Mwangi
Procurement Officer,
A.I.C Kijabe hospital,
Mobile no: +254 720 472 776
E-mail: wambui.mwangi75@gmail.com

Mrs. Susan Kithaka
Human Resource Officer
Nairobi City County (city hall annex)
Mobile no: +254 722 658 591

Ms. Teresiah Njoki Kigamba
Lington Assets Director
Lington Assets Limited
Mobile no: +254 716 794 224
E-mail: Knjoki@lingtonassets.co.ke

Mr. Jairus Simiyu
Operations manager
Lington Assets Limited
Mobile no: +254 720 089 541
E-mail: Jairus.juma@lingtonassets.co.ke