Ochollah Kennedy

Maasai Mara University

P.O.Box 861-2500. Narok

4th July 2017

The Human Resourses Manager

ICAP ORGANIZATION

P.O Box 861-00100 Nairobi.

Dear Sir/ Madam,

**REF: APPLICATION FOR INFO TECH ADVISOR POSITION:**

I am writting in relation to the above mentioned info tech advisor position.As advertised, I posses experience in software development/ analysis, systems management and data analysis and networking in computing after pursuing Bsc. computer science,software option.

Recently though, I was incharge of the IT department as the information systems officer with COGRI\_leatoto program where tasked with management of the data from all the 9 data centers collected by data clerks both in the field and at the centers and LAN networking in collaboration with the wananchi group.

Additionally, I have served as the IT support technician with CITAM foundation where I was in charge of the IT Department, repairing broken computers, installations of new software's, updating, backup of data, troubleshooting and configuring of LAN network.

Over and above, my approach to work goes beyond my job description,as I am always looking for ways to improve efficiency and reduce costs.I am well versed in leading teams and I have significant expertise in training and mentoring junior staff members.

I am looking forward to playing a vital role in IT management and solutions and adding significant value to your company.I would also like to metion that am looking forward to joining your organization and offer my contribution in its data stability and development,thereby assisting in the growth of the organization within the market.

Thank you for your time and consideration.

sincerely,

ooh Ochollah Kennedy

**CURRICULLUM VITAE**



NAME OCHOLLAH KENNEDY

NATIONALITY KENYAN

DATE OF BIRTH 1989

ADDRESS P O BOX 24 RODI- KOPANY

ID NO 27285915

MOBILE NUMBER 0711176811

GENDER MALE

LANGUAGES ENGLISH/ KISWAHILI

EMAIL [ochollahk@yahoo.com](mailto:ochollahk@yahoo.com) /ochollahk37@gmail.com

MARITAL STATUS SINGLE

RELIGION CHRISTIANITY

**Career objectives.**

To work in a challenging position and an environment that promotes professionalism in enlightening everyone around me where I can utilize my skills to the maximum and make a positive impact while at the position

Demonstrate my best capabilities in any suitable capacity; contribute intensely as an individual and as a team to enhance productivity, performance and satisfaction

**Professional qualification.**

**Christ Is The Answer Ministries (CITAM):**

**I T Support Technician**

Roles

* Networking LAN wireless internet trouble-shootings.
* Maintenance of Data integrity including, Antivirus software management, Backups and Restore Maintain high level of data protection
* Database management and designing, Systems planning and designing,
* Management of telephone systems, office equipment including faxes, copiers, scanners
* Network cabling and management of active devices
* Handling virus related issues
* Taking the lead in recovery of data
* Adding new computers in the LAN and assigning them IP addresses

**CHILDREN OF GOD RELIEF INSTITUTE (COGRI)\_NYUMBANI CHILDRENS’ HOME(LEATOTO PROGRAME)**

**INFORMATION SYSTEM OFFICER (ISO):**

**End User Support.**

* Provide day to day end user support on general computer applications and IT systems in the Office and centers.
* Provide training materials and procedures, and/or train users (DATA OFFICERS) in the proper use of hardware and software (LIMS, OLIMS /HLMIS\_KNH (Nutrition software), DATIM (online system) by USAID), KePMS database and the Ministry of health nutrition database DHIS.
* Set up equipment for staff use, performing or ensuring proper installation of cable, operating systems, and appropriate software (installation of antivirus (kaspersky 2015), encryption systems, running software updates).
* Consult with systems users to establish requirements for modifications to existing systems or deployment of new systems.

**Technical Support.**

* Install and perform minor repairs to hardware, software, and peripheral equipment, following design or installation specifications.
* Provide end user support and resolution of technical issues via email, phone and other means of communication.
* Install, operate and maintain network equipment including routers, hubs, switches, modems and any other network devices.
* Install and configure local area data communications networks which may carry data, voice and video communications following SCI IT standards.
* Monitor the office network connection on a daily basis to ensure network stability.
* Provide preventive and corrective maintenance of desktop, laptops computer, printers, scanners, projectors and network equipment.

**IT Administration.**

* **Oversee t**he daily performance of computer systems (Desktop, Laptops / Servers, printers) in the Office and centers.
* Maintain and log IT issues using the in-house IT incident reporting system of daily support requests, the issues raised and remedial action taken.
* Refer major hardware or software problems or defective products to vendors or technicians for service.
* Prepare evaluations of software or hardware, and recommend improvements or upgrades.
* Establish a routine maintenance schedule for all IT equipment in Nairobi and Area centers.

**IT Asset Management.**

* Maintain an asset register for all IT equipment including hardware, software, telecommunication and network equipment.
* Track and control allocation of IT equipment to staff in the office and between area centers.
* Ensure that all IT contracts, service level agreement, job cards and any other IT documentation are filled and kept on the IT and database MSQL/MSQL Query system.

**Educational Background**

|  |  |  |
| --- | --- | --- |
| Year | Institution | Qualification |
| 1994-2003 | Ongeng primary school | 330 out of 500 marks |
| 2004-2007 | Obera mixed sec. school | B+ 72 points |
| 2009/2010-2012/2013 | Maasai Mara University formerly Moi University-Narok Campus | Bsc. Computer Science ,Second Class Upper Division |

**ONLINE TRAINING YALINETWORKS 2015:**

**YOUNG AFRICAN LEADERS INITIATIVE PROGRAME (YALINETWORK)\_USA (2015)**

|  |  |
| --- | --- |
| TOPIC 2015 | CERTIFICATE |
| LEADERSHIP | Management strategies for people and resources  Strategies for personal growth  Workforce collaboration and development |
| BUSINESS & ENTERPRENEURSHIP | Fundamentals of starting and running business  Fundamentals of business expansion |
| CIVIC LEADERSHIP | Creating and maintaining social enterprise  Community organizing for action |
| PUBLIC MANAGEMENT | Basics of public-private partnerships  Strengthening public sector services |

**Personal achievements**

|  |  |  |
| --- | --- | --- |
| Year | Institution | Qualifications |
| 2009-2010 | Maasai Mara University | Secretary General S.G of the student governing council SGC |
| 2009-2013 | Maasai Mara University | Class representative-computer class |

**Pertinent information**

Salary: negotiable

Availability: immediate

Deployment: open to any part of the country

**Personal Statement**

A highly experienced and competent IT support technician with four years’ experience in a variety of office based environments. A level head and rational approach to problem solving leads to reliability and fast solutions to IT technical issues. An excellent communicator with the ability to explain procedures in a practical and user friendly way means that many IT problems can be solved via the telephone. Comfortable working as part of a team or independently with a focus on delivering quality IT support on a continuous basis.

**Technologies and Skills**

* Ability to handle different types of Operating Systems like Mac, Windows (all versions), UNIX, Macintosh etc.
* Expert in using Windows Server package
* Well trained in setting up a LAN network and repairing as well as maintaining it
* Well versed with the duties of ICT Officer
* Superior software installation and maintenance skills

Servers WAMP, XAMMP,Tomcat/Apache, windows servers.

Software. CS5.Netbeans JDK, WordPress, MS. Office 365,

Languages JAVA, JAVASCRIPT, PHP, C, C++, HTML,XML,CSS,ASP.NET.

Database MS ACCESS, MySQL,SQL

**Referees**

**Prof. Chacha,**

Deputy Principal A&A,

Maasai Mara University, P.O Box 861-20200-Narok. Tel: 0722-611-025

**Mr. Otundo,**

The Principal

CITAM NPC ACADEMY-Buruburu P.O BOX 42254-00100-Nairobi Tel: 0722-381-563

**Mr. Walter Onyango Owino,**

Credit Controller,

CallKeyNetworks LTD P O BOX 49778-00100-Nairobi Tel: 0733-200-089