
CURRICULUM VITAE

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SUMMARY

- Proven ability to troubleshoot complex technical issues and manage infrastructure
- Proficient in Microsoft Office Suite and Google Workspace.
- Possess strong time management and interpersonal skills, with a keen eye for detail. Proven ability to multitask, prioritize tasks, and work effectively in a fast-paced environment.
- Proven ability to provide excellent customer service, accurately handle data, and maintain meticulous records.

EDUCATION

Kirinyaga University – Kerugoya, Kenya	September 2019 – April 2023
Bsc. Mathematics and Computer Science	
Grade	Second Class Honors
Rungiri High School - Kikuyu, Kenya	January 2015 - November 2018
Certificate of Secondary Education	
Grade	B(Plain)

WORK EXPERIENCE

IT Support - Intern	January 2024 - June 2024
Twiga Chemicals Limited – Nairobi, Kenya	
<ul style="list-style-type: none">• Managed and maintained servers, networks, and IT infrastructure.• Troubleshooted system and network issues.• Implemented security measures to protect systems and data.• Configured and deployed software and hardware.• Provided technical support to users.• Automated routine tasks using scripting languages.	
Jungopharm- IT Intern	May 2023- Oct 2023
<ul style="list-style-type: none">• Assisted with network maintenance, including setting up new devices and troubleshooting network problems.• Installed and configured new software applications and systems.• Monitored system performance and identified potential issues.• Inputting and organizing data into databases and spreadsheets.• Identified and fixed errors in software applications.• Created and maintained technical documentation, such as user manuals and system diagrams.• Entered data in the database using SQL language.	

VOLUNTEER ACTIVITIES

Student Ambassador, ABYA - Blockchain Bootcamp

February 2020 - April 2020

- Prepared and delivered training materials, such as slides, handouts, and code examples.
- Facilitated group discussions and Q&A sessions to encourage active learning.

SKILLS

- Google Workspace
- Strategic Planning
- Project Coordination
- Data Entry in Excel
- Record Keeping
- SAP Expertise

SOFT SKILLS

- Goal Setting
- Attention to Detail
- Problem-Solving
- Teamwork and Collaboration
- Communication Skills
- Excellent customer service

INTERESTS

Nature & Wildlife Conservation Blockchain Regional Development

LANGUAGES

Kiswahili - Native English - Fluent

REFEREES

Charles Kamau
Production Manager
Twiga Chemicals Industries
charlov41@gmail.com

Esther Muthoni
Human Resource Consultant PKF-Kenya
hadassah048@gmail.com