

Peter Atito

OFFICE SUPPORT SPECIALIST

Highly experienced, solution-oriented professional with 2+ years of remarkable background in overseeing all aspects of the Office Support Specialist life cycle, from extension analysis and ensuring everything is fine in the office maintenance. Proficient in learning new programs and tools to provide high-quality and effective and productive. I am a person who can multitask and am currently, working as a Front-end Developer, with coding knowledge and testing skills to deliver client/business-specific programs.

peterclermy232@gmail.com

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WORK EXPERIENCE

Office Support Specialist Power Financial Wellness

01/2020 - Present,

Achievements/Tasks

Provides office support by answering phones, taking messages, filing, copying, ordering, and providing general information to staff.

Assists in the monitoring and maintenance of budgets and grants for the department; prepare basic financial reports such as a balance sheet or income statement; reviews budget and expenditure reports and brings major variances to the attention of the department head or supervisor.

Front-end Developer Power Financial Wellness

06/2021 - Present,

Achievements/Tasks

collaborated with colleagues from the international region web developer department making sure the web pages are user-friendly.

I work hand in hand with colleagues and gain skills and problem-solving.

Creating and testing applications for websites.

name: Yagnesh - Supervisor

Full Stack Developer Power Financial Wellness

01/2022 - Present,

Achievements/Tasks

Gained hands-on expertise in Bootstrap, Foundation, Express, and similar back-end Node.js and front-end presentation and web application frameworks.

Tool used: Html/CSS, Javascript, ReactJs, Angular, Bootstrap, NodeJs, Firebase, MongoDB, NextJs and git

Github profile: <https://github.com/peterclermy232>

Udemy – Full Stack Developer

Moringa School - Software Engineering

SKILLS

Front-end Engineering -
HTML, CSS, Javascript, ReactJs

Backend - Ruby on Rails, SQL ,
MongoDB

ACHIEVEMENTS

Successful Launch of the Office at Power Financial Wellness (01/2020 - Present)

We are upscaling the Power web portals with efficient, clean, concise, well-organized, and minimalist code in collaboration with an international, highly skilled, mainly Indian team. This while using, Angular, Jasmin, and Karma.

Language

English and Kiswahili

INTEREST

*Coding
Football
Comedy*

EDUCATION

