

## ***CURRICULUM VITAE***

### **Liji Reuben Kokani**

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### **PERSONAL DETAILS**

Nationality:	Kenyan
Date of Birth:	26.03.1997
Marital status:	Single
Languages:	English, Kiswahili, Pokomo
ID number:	33758759

### **ACADEMIC QUALIFICATIONS:**

- January 2022 to Date Bachelor of Science Information Technology (BSc IT)  
**Mount Kenya University**
- September 2015 to 2018 Diploma in ICT (KNEC programme) Thika TTI
  - 🏆 May 2018-November 2018 KNEC Module 3 (Pass with Distinction)
  - 🏆 Jan 2017-November 2017 KNEC Module 2 (Pass with Credit)
  - 🏆 September 2015-July 2016 KNEC Module 1 (Pass with Credit)
- 2011 to 2014 Kenya Certificate of Secondary Education **St. Georges High School.**  
**GRADE B-(MINUS)**
- 2000 to 2010 Kenya Certificate of Primary Education. **Kibusu Primary School**  
**(MARKS 341)**

## **SELF-PROFILE**

I am focused, hardworking, self-motivated and honest. I am an ambitious team player, strongly driven by desire to achieve tangible results at work. I have excellent inter-personal communication skills as well as multi-tasking ability.

## **WORKING EXPERIENCE**

1<sup>st</sup> October 2024 to date, ICT Officer III at National Police Service Commission under Administration Police service.

### **Duties & responsibilities**

- Writing and testing simple computer programs according to instructions and specifications.
- Assisting in implementation of the computer systems
- Providing user support and training of users.
- Repairs and maintenance of ICT equipment and associated peripherals
- Monitoring the performance of ICT equipment and reporting any faults for further action.

1<sup>st</sup> December 30<sup>th</sup> September, ICT Instructor III at Maziwa Vocational Training Center-Tana Delta Sub County

### **Duties & responsibilities**

- Trouble shooting network related problems
- Computer and printer maintenance
- Providing ICT support to staff and management
- Instructor to the ICT students

16<sup>th</sup> June 2021 to 30<sup>th</sup> November 2021, B.O.M Computer Studies Teacher at Hola Boys Secondary School Tana River Sub County.

### **Duties & responsibilities**

- Teaching computer studies, form 1 to form 4
- Preparing schemes of work and lesson plans
- Preparing exams for learners' assessment
- Engaging learners in co-curricular activities
- Computer maintenance at the school computer laboratory

17<sup>th</sup> May 2021 to 15<sup>th</sup> June 2021, data enumerator at Kenya Climate Smart Agriculture Project (KCSAP) & Kenya Agricultural Livestock Research Organization (KALRO) at Tana River County

**Duties & responsibilities**

- Data entry to the koboCollect tool
- Sensitizing farmers on KCSAP and KALRO projects
- Rapid registration of farmers

2nd November 2020 to 13th November 2020, Data Entry Clerk at Garsen High Court Tana Delta (Job period 2 weeks)

**Duties & responsibilities**

- Data entry to the Case Tracking System
- Comp and printer maintenance

January 2020 to 30<sup>th</sup> April 2021, tutor at Mikono Vocational Training Center-Garissa

**Duties & responsibilities**

- Teaching computer application packages
- Trouble shooting network related problems
- Computer and printer maintenance
- Providing ICT support to staff and management
- Instructor to the ICT students

October 2018 to January 2020, tutor at frontier institute of professional and management studies Garissa (FIPAMS)

**Duties & responsibilities**

- Teaching Diploma and certificate in ICT program
- Teaching computer application packages
- Trouble shooting network related problems
- Computer and printer maintenance
- Providing ICT support to staff and management

August 2019, worked as an ICT supervisor during the census period in Tana River County, Tana Delta Sub-County, Wachu/Oda location.

**Duties & responsibilities**

- Training Content supervisors and enumerators on how to use CAPI
- Distribution and collection of census materials
- Troubleshooting CAPI and making sure data is sent to Server in time
- Tablet maintenance

January 2018 to April 2018, attached at the office of registration of births and deaths Dana Delta District in the ministry of interior and coordination of national government

**Duties & responsibilities**

- Typing and printing birth and death certificates
- Computer and printer maintenance
- Providing ICT support to staff and management

2016 September to 2016 November attached at Mombasa Water and Sanitation Company as an ICT Officer Assistant.

**Duties & responsibilities**

- Providing ICT support to the staff
- Trouble shooting network related problems
- Computer and printer maintenance

December 2014 to August 2015 Cyber attendant and packages Tutor at Asahel Institute – Minjila

**Duties & responsibilities**

- Teaching computer packages (Ms word, Ms excel, Ms access, Ms powerpoint etc)
- Providing services to customers
- Computer maintenance
- Software installation

**HOBBIES**

- Playing hockey and football
- swimming
- Adventure & cycling

## **REFEREES**

1. Altar Hiribae

Teacher Maumau Memorial Girls High School-Hola

Cell Phone: +254721452119

Email: asahelinstitute@gmail.com

2. Oscar Raha

Principal ICT Officer-Tana River County

Cell Phone: +254708063515

Email: oscarraha@gmail.com

3. Justine Mwanzia

IT Department County Assembly Forum-Nairobi

Cell Phone: +254704149982

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