

TOM MAETA AIKO,

P.O. BOX 10061- 00100,

NAIROBI

TEL NO: 0740899145

E-mail : maetatom@gmail.com

PROFILE SUMMARY

Highly efficient and diligent IT professional with 2 years of experience in technology field. Capable leader with excellent skills in delegating responsibilities to others and supervising for effective task completion. Enthusiasm for technology hence delivering excellent services in the office setting. Commitment to upholding company policies and procedures when working with staff members and motivating team. Strong organizational skills and excellent attention to detail when dealing with paperwork.

PERSONAL DETAILS

Id No: 39551799.

Languages : Fluent in English, Kiswahili.

Gender : Male

Date of birth : 28th January/2001.

EDUCATION AND PROFESSIONAL QUALIFICATIONS

- **Professional Certification in English for IT 1 – Cisco Networking Academy 2025.**
- **Certificate in Cybersecurity and Ethical hacking – Cisco Networking Academy 2024-2025.**
- **Bachelor of Mathematics and Computer Science, Major(Computer science) – Meru University 2020-2024.**
- **Certificate of Fullstack Development, online course accredited – Geeks for Geeks 2024.**
- **Kenya Certificate of Secondary Education - st Marks Secondary School, 2015 to 2019.**

KEY SKILLS AND COMPETENCIES

- **Competence** - I have a strong competence in IT; with expertise in programming languages i.e Python, Java and extensive experience in Network infrastructure installation.
- **Good Communication skills** – I possess strong communication competence, I excel in presenting complex technical and non-technical concepts, hence clarity and understanding.
- **Organized and Goal Oriented** -Am highly organized and detail-oriented, which has been pivotal In my IT career.
- **Good in Time Management** – I prioritize tasks by daily planning method ensuring that I tackle the most critical items first as I maintain clarity and focus.
- **Possesses Good Judgment** - To be an effective techie, I exercise good judgment, and the more experienced my judgment, effective and valuable I become.

- **A Team Player** -I thrive in collaborative environment where I do actively listen to my colleagues' ideas provide constructive feedback and take initiative to support team members.
- **A problem Solver** -Flexible, assertive and proactive with strong problem solving skills.

WORK HISTORY

SOFTWARE DEVELOPER AND IT TECHNICAL SUPPORT (FREELANCER) JAN 2024 UP TO DATE.

UP WORK GLOBAL INC. AND ONLINE FREELANCING SITES (ONSITE AND REMOTE)

Up work Global Inc., formerly Enlace-o Desk is an American freelancing platform headquartered In Santa Clara and San Francisco, California. The company was formed in 2013.

Duties and Responsibilities:

- **Design and Development**-wrote, tested and maintained code for web applications and systems.
- **Testing and Debugging**- Unit testing to ensure client components of the project are functioning well as well identifying and fixing any bug in the softwares.
- **Cross-Functional Collaboration**-working with developers to ensure alignment of projects.
- **Maintenance and Support**- implementing updates, patches to boost software security.
- **Research and Learning** -Keeping up with the industry trends, technologies, to enhance skills .
- **Setting up and managing firewalls to protect** the network from external exploitation.
- **Organizing and prioritizing tasks based on project timelines** and client goals.
- **Utilizing version control systems like GitHub** for code management.
- **Actively seeking, incorporating peers and fellow developers** to improve skills and performance.
- **Regularly reviewing and refactoring existing code to improve the performance of the code** as well ensure easy maintenance of the code.

Key Achievements:

- **Successfully delivered software projects on time and within the estimated budget**, meeting the client expectations.
- **Refactored existing code** and improved performance metrics.
- **Developed and added innovative features to client projects** that enhanced client experience.
- **Earned professional certifications** i.e (CISCO) that validated skills and knowledge hence leading to improvement of the projects I delivered to and established trust with clients.
- **Acted as team lead for several minor projects** and brought accurate results strictly adhering to the deadlines for which I was always praised.
- **Succeeded in guiding and leading collaborated projects** to meet compliance standards of my clients.

IT TECHNICAL SUPPORT STAFF (INTERN).

MINISTRY OF ICT AND DIGITAL ECONOMY June 2023 - November 2023.

The Ministry of ICT and Digital Economy is leading ministry responsible for overseeing development and implementation of policies related to information and communication.

Duties and Responsibilities:

- **Handling group administrative tasks** such as data input, processing information, and completing paperwork, filing documents, typing, copying, scanning, and generating reports.
- **Helped in Microsoft word editing ,scrapping and debugging the ministry's website.**
- **Software installation and updates.**
- **Network troubleshooting and Ethernet fixing.**
- **Computer CPU maintenances and Computer repair.**
- **Installation of various operating systems** including, windows, Linux (Ubuntu, Kali, Mint ,Debian)

Key Achievements:

- **Debugged and added new features to Ministry's website and implemented some changes in their database system successfully.**
- **Coordinated team events at the best hence leading to successful learning and coordination.**
- **Successfully installed and implemented Network infrastructures in the Ministry**
- **Provided backup support to ICT and other departments.**
- **Collaborated with other departments of the company in order to centralize the database for easy retrieval of information.**
- **Generated weekly report to the supervisor and the senior IT head department for reviewing.**

RELEVANT TRAINING AND SHORT COURSES

- **Certificate Introduction to Cybersecurity and Ethical hacking-CISCO 2024**
- **Certificate in Full stack Development – GEEKS FOR GEEKS 2024**
- **Volunteer CITAM Assemblies (Media Team)**

REFEREES:

Referee

Mr. Joshua Magare

Accountant, Victoria Insurance Company,
P.O Box 56892-00200,
Nairobi, Kenya

Contact

Email: magarejoshua97@gmail.com
Phone: +254748206256

Mr.Reuben Ombaso Sabisa

ICT Staff, Kenya Revenue Authority(KRA),
P.O Box 48240-00100,
Haile Sellasie Avenue,
Nairobi, Kenya.

Email: sabisa@gmail.com
Phone: +254712313208

Mr. Francis O Hwaga

Director of Information, Ministry of ICT-KNA,
P.O Box 8053-00300,
Nairobi, Kenya

Email: ohwagafrancis@gmail.com
Phone: +254742342575