

PASCHAL MUSYOKA KASIMU
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GENDER: MALE
MARITAL STATUS: MARRIED

OBJECTIVE To continually contribute to the growth of the firm, sustain a high level of performance and to develop and grow as an individual.

EDUCATION

JANUARY 2012 to AUGUST 2014

ST PAUL'S UNIVERSITY

BACHELOR'S IN BUSINESS AND INFORMATION TECHNOLOGY (B.B.I.T)
(SECOND CLASS HONOURS- LOWER DIVISION)

SEPTEMBER 2010 to AUGUST 2011

INSTITUTE OF ADVANCED TECHNOLOGY

DIPLOMA IN BUSINESS & INFORMATION COMMUNICATION TECHNOLOGY (DBICT)
(*DISTINCTION*)

WORKING EXPERIENCE

OCTOBER 2017 TO DATE

TECHNICAL MANAGER

GS1 KENYA LIMITED

Key Accountabilities

- Supporting member organizations and partners on GS1 Kenya products/services
- Implementation of GS1-Kenya projects for members/clients
- Initiate/formulate strategies on sector-oriented products and services
- Developing and implementing the IT strategy
- Maintaining an efficient and effective Management Information System (MIS)
- Implementing the IT policy
- Custody and maintenance of the information database

- Maintaining an up to date information system security policy
- Installing and maintaining recovery and disaster management systems
- Advising user departments on IT matters including acquisition of hardware and software
- Promoting the use of modern technology for enhanced customer service delivery
- Examining and analyzing the feasibility of potential computer applications
- Designing and developing computer based systems
- Maintaining the existing IT systems

SEP 2016 TO OCTOBER 2017

GS1 KENYA LIMITED

RESEARCH AND DEVELOPMENT MANAGER

Reporting to the General Manager, the position is responsible for carrying out market research for GS1-Kenya products and services. This position innovatively develops new products for the GS1-Kenya membership and carries trainings for members.

Key Accountabilities

- Manages and co-ordinates GS1-Kenya's R&D function and projects
- Responsible for developing/customizing products and driving innovation according to GS1 Kenya products target market
- Initiate research proposals in collaboration with other departments
- Propose research, development and innovation activities in pursuit of GS1 Kenya products
- Strengthen partnership with other research institutions, partners and member organizations
- Develop new products, as agreed by the Leadership Team
- Conduct market surveys to determine product demands
- Maximizes product profitability and improve product performances
- Training member organizations on GS1 Kenya products/services
- Carry out market research in liaison with other departments
- Collaborate with other research institutions in research matters relevant with GS1-Kenya
- Implement approved research and development projects and ensure that they are in line with the GS1 Kenya overall objectives
- Ensure dissemination and application of research findings relevant to stakeholders needs
- Participate in conferences, workshops , seminars
- Continually develop new initiatives aimed at planning for the improved quality of GS1 products

JANUARY 2012 to SEP 2016

GS1 KENYA LIMITED (A GLOBAL STANDARDS ORGANIZATION)

IT AND VERIFICATION EXECUTIVE

Duties:

- IT support including procurement, installation and upgrading of computer and Network systems
- Prepare and update company's ICT policy in line with the company's strategic plan
- Training of new and existing members on the GS1 system of barcoding
- Prepare annual ICT department budget to be presented to management
- Provide leadership to the IT team as well as discuss any concerns the department may have.
- Software acquisition and maintenance
- Projects management and follow-up especially Asset Tagging for the organization
- Updating the GS1 GEPIR(Global Electronic Party Information Registry)
- Advise management on any new developments in IT that may be relevant to the organization

JANUARY TO MARCH 2009

DESIGN ONE LIMITED

OFFICE ADMINISTRATOR

Duties:

- Manage daily work flow and delegate work appropriately
- Keep abreast of the developments, trends and styles in the design field as well as utilizing all design softwares in the design market
- Maintaining a good relationship with staff, clients and suppliers
- Sourcing for new clientele
- Oversee the performance of staff to ensure work schedules and quality standards are met
- Monitoring time spend on all jobs in the studio among the designers
- I was responsible for cataloging all completed jobs and maintaining active client files
- Establishing quality control measures to ensure that the company does not incur unnecessary costs
- I ensured that all jobs displayed creativity and professionalism through client feedback and service delivery
- I made sure all staff adhered to their job descriptions, time management, cleanliness in the office as well as professionalism in dealing with the clients
- I was responsible for taking minutes discussed in all office meetings and presenting to and briefing the CEO
- I maintained and managed petty cash by ensuring all transactions were supported by relevant receipts and documentation

- I created a job card portfolio for all incoming and outgoing jobs

MAY 2009 TO AUGUST 2010

PERSONAL IT SUPPORT SERVICES

Duties:

- Installing and upgrading operating systems, hardware and software to clients
- Installing, assembly and configuration of computers, monitors, network infrastructure and peripherals such as printers, scanners and related hardware
- Troubleshoots problems with computer systems, including troubleshooting hardware and software, e-mail, network and peripheral equipments and make repairs and corrections where required.
- Make hardware and software acquisition, recommendations including helping users assess needs and providing justification for equipment and services.
- Assist with the planning, design, research and acquisition of new or upgrading hardware and software systems
- Maintains current knowledge of hardware, software and network technology and recommends modifications as necessary.

ACHIEVEMENTS Improved the barcode verification service income from 30% to 85%

COMPUTER SKILLS

- QuickBooks Accounting Software
- ICDL (International Computer Driving License)
- Proficiency in LINUX operating systems, Windows 2000 and Windows NT

LANGUAGES Excellent communicator in English and Swahili

HOBBIES Travelling and Singing

DRIVING LICENSE Holder of a Valid BCE Drivers license

REFEREES

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