



# CA

# CALVINCE AJWANG

ADMINISTRATOR/TECHNOLOGY ARCHITECT

## OBJECTIVE

To seek relevant and challenging positions in an enabling corporate environment; where my current qualifications, abilities and experience would be an asset to the organization.

Working in a company will offer me an opportunity for personal growth, skills acquisition and job enrichment while being productive.

## SKILLS/ABILITIES

- Cloud Computing Executive.
- Operating certain Equipment and Machinery
- Book Keeping and accounting Management
- Customer Service
- Time Management
- Storage systems and management
- Adaptability
- Data Base Management

## EDUCATION

INSTITUTE OF ADVANCE  
TECHNOLOGY (IAT) 8<sup>TH</sup>  
AUGUST 2020 TO PRESENT

Diploma in Information Technology  
Areas of Study

- Business Skills

## EXPERIENCE

CLEANING AND FUMIGATION SUPERVISOR • PMCS • 02/07/2014 – 04/12/2015

- Establishment of cleaning standards and procedures for workers and ensure adherence to these standards and procedures
- Coaching and developing employees/cleaners
- Scheduling and assigning specific duties/roles to cleaners and also ensuring that they are carried out expertly
- Inspection of cleaning equipment on a regular basis so as to know when they are worn-out and also request for replacement
- Controlling and monitoring the usage of cleaning materials so as to avoid or minimize waste and/or misuse
- Providing necessary assistance to the colleagues and steward in general.
- General store keeper and controller.

FRONT OFFICE MANAGER • PMCS/LEGIBRA • 03/03/2016 – 18/12/2017

- Ensuring the front desk provides a professional and friendly service for customers
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- Scheduling the staff bio data.
- Liaising with other departments to ensure smooth running of all the department in the entire organizations.
- Monitor stock and order office supplies.
- Scheduling and arranging meetings.
- Receiving and issuing of invoices as well as receipting processes.
- Ensure proper and costs
- General store keeper and controller.

TECHNICAL SUPPORT EXECUTIVE AT LEGIBRA

08/04/2018-09/05/2020

- Database Design, development and administration
- System Operations,
- System analysis
- Design and Developments
- Network System and support duties.

THE KENYA INSTITUTE OF MANAGEMENT [6<sup>TH</sup> MAY 2017](#)  
[TO 3<sup>rd</sup> JUNE 2018](#)

Diploma in Business Management/CPA

Areas of Study

- Accounting
- Business Studies
- Economics
- Commerce

ST. ALBERTS CHIEPE SECONDARY SCHOOL, [2011-2014](#)

Kenya Certificate of Secondary Education  
 Mean Grade B- (Minus)

ST. DOLARES ACADEMY, [2001-2010](#)

Kenya Certificate of Primary Education.  
 Mean Grade B (Plain)

- Identifying hardware and software solutions.
- Troubleshooting technical issues.
- Diagnosing and repairing faults.
- Resolving network issues.
- Installing and configuring hardware and software.
- Speaking to customers to quickly get to the root of their problem.
- Providing timely and accurate customer feedback.
- Talking customers through a series of actions to resolve a problem.
- Following up with clients to ensure the problem is resolved.
- Replacing or repairing the necessary parts.
- Supporting the roll-out of new applications.
- Providing support in the form of procedural documentation.
- Managing multiple cases at one time.
- Testing and evaluating new technologies.
- Conducting electrical safety checks on equipment.

CLOUD COMPUTING EXECUTIVE AT LEGIBRA AND GEOCLOUD AFRICA

[01/01/2021 to date](#)

- Experience with configuration management and automation tools
- Email configuration and troubleshooting
- Proficiency with scripting and development
- Dns management and configurations
- Profficiency with WHM
- CPanel management and configurations.

## REFEREES

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