

JOHNA SHIVACHI OMONDI

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A visioned, vibrant man, with sharp attention to details, analytical mindset, curiosity, willingness to learn and a team player.

Education

Year	Course	School
2021 – 2023	Diploma in Information Communication Technology	NYS Institute of Business Studies

Other Educational Qualifications and Certifications

Year	Course	School
June – August 2020	Python Programming	Google Developers Launchpad.
March – April 2021	Cyber Security Fundamentals	African Development Bank Coding for Employment.
March – April 2021	Networking Fundamentals	African Development Bank Coding for Employment.
June – July 2023	Graphic design	Udemy.

Work and Volunteer Experience

SERVICE MAN | April 2018 – To Date | National Youth Service (NYS)-Kenya.

The departments I have worked in while in the NYS-Kenya are as follows;

SENIOR SERVICE MAN| Tana Basin Road Project-Hola Field Unit (NYS) | January 2019 – February 2020.

Key Tasks:

Office Management.

Vehicle spare parts inventory management.

Service man in charge of servicemen welfare.

DATA ENTRY CLERK | Registry Department (NYS) | May 2022 – June 2022.

Key Task:

Entry of personnel data from the different stations for the processing of discharge certificates.

DATA ENTRY CLERK | Kenya National Examination Council | April 2022 - May 2022.

Key Tasks:

Data Entry.

Verification and analysis of data using KNEC systems.

DATA ENTRY CLERK | Supply Chain Management Department (NYS) | November 2022 – January 2023.

Key Tasks:

Data Entry.

Verification and analysis of data using MS Excel.

Skills & Abilities

Graphics Design.

Web development using HTML5, CSS, JavaScript and PHP.

Software development using visual basic and C++.

Database operations.

Research and Collection of Data.

Computer networking.

Installation of computer networks.

Computer management.

Proficient in Microsoft Office products, Microsoft Teams, Google Workspace, customer service software and content management software.

Language translation -English, Swahili (Kenya).

References

For further questions or enquiries on any of the above, feel free to contact the following:

Mr. George Odhiambo
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Mr. Victor Thuita,
ICT Supervisor,
Nairobi Holding Unit,
National Youth Service (NYS).
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