

# VICTOR KEYA BUTITA

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## TECHNICAL SKILLS

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**Languages:** Python, Java, PHP, C#

**Operating Systems:** Windows, Linux (Ubuntu, CentOS)

**Networking:** TCP/IP, DNS, DHCP, VLANs, Network Troubleshooting

**B.I Tools:** Power BI, Excel

**Project Management:** Agile, Github

## EDUCATION

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**Kisii University**

**Sep 2019-Dec 2023**

Bachelor of Science in Computer Science

Kisii-Kenya

(Second class- Upper Division)

**Activity:**

Active member of the Kisii University Computing Students Association (KUCSA)

## EXPERIENCE

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**APA insurance**

**17<sup>th</sup> June to Date**

**Intern, Health Claim Analyst**

**Nairobi-Kenya**

- Utilized Actisure software to streamline claims processing and enhance operational efficiency.
- Ensure timely processing of claims to meet regulatory and company standards.
- Assist in the development and implementation of claims processing procedures and policies.
- Ensure claims are accurate, complete, and compliant with policy terms.
- Verified patient information and healthcare provider charges to maintain compliance with policy terms.
- Documented and analyzed reasons for claim approvals or denials to improve the accuracy of future claims.

**Seaside Sustainability, Inc.**

**Jan 8 2024 - June 8 2024**

**Intern (Remote), Web and tech**

**United States**

- Provided remote technical support for web and digital platforms, including website management and maintenance.
- Assisted in the installation, configuration, and maintenance of operating systems and applications.
- Collaborated with team members to resolve software and network issues via virtual platforms.
- Conducted independent research on emerging web technologies to enhance project outcomes.
- Supported the design and deployment of web applications, ensuring seamless functionality and user experience.

- Led Python script development for automated backups on Dspace, ensuring 100% data integrity and availability. Reduced weekly manual backup time by 25 hours.
- Developed fast data restoration queries and meticulously documented workflows, highlighting strong problem-solving skills and attention to detail.
- Managed hardware inventory for cost-effectiveness, identifying obsolete parts and recommending strategic replacements. Achieved a 20% reduction in equipment expenses.
- Led induction and training, of 5+ colleagues achieving 50% faster onboarding and seamless integration.

## **PROJECTS**

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### **PHP-based E-commerce Website**

- Built a PHP-based e-commerce platform that allows users to browse products, add to cart, and process orders.
- Integrated Paystack payment gateway to handle secure payments.
- Created a MySQL database for product management and user transactions.

### **Java-based Inventory Management System**

- Developed a Java application for managing inventory in a retail store.
- Implemented functionalities such as adding, updating, and tracking stock using Java's object-oriented programming concepts.
- Employed JavaFX for building a user-friendly interface and MySQL for database management.

### **Document Search Tool in Python (NLP)**

- Created a document search tool using Python and Natural Language Processing (NLP) to allow users to upload and search documents by keywords.
- Utilized techniques like text tokenization and keyword matching to improve search accuracy.
- Published the project on GitHub, demonstrating expertise in Python and NLP.

## **CERTIFICATIONS**

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- ISO 9001:2015 - Quality Management Systems (QMS)
- Data Visualization and Dashboards with Excel
- Google Project Management
- Python for Data Science, AI & Development
- AWS Certified Cloud Practitioner

## REFERENCES

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Merciline Monari  
APA insurance

Quality Assurance  
0728701313

Allison Skinner  
Seaside Sustainability, Inc

Web & Tech Advisor  
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Mr. Enoch Bosire  
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