

# **SANDRA WANJA MUTHONI**

P.O.BOX 2344- 00900, Kiambu

Phone +254 743474115

Email: [wanjasandra8@gmail.com](mailto:wanjasandra8@gmail.com)

## **CAREER PROFILE SUMMARY**

A hardworking and diligent professional who is eager to explore avenues that will challenge my abilities. I have comprehensive knowledge in information technology. Additionally, I possess strong analytical skills that position me to fit to work in any fast-paced organization. I am looking to secure a suitable position where the skills I have acquired over time will be fully utilized to make a positive change in the organization by challenging processes and improving systems.

## **EDUCATION BACKGROUND**

- Bachelor of science in computer science : Zetech university from 2023-2026.
- Diploma in information technology: Zetech university from 2021-2022.
- Kenya certificate of secondary education: Muthurwa girls secondary school from 2016-2019

## **KEY SKILLS AND COMPETENCIES**

- Attention to detail: I have demonstrated thoroughness and accuracy in accomplishing tasks.
- Good communication skills and a great team player.
- Analysis and reporting.
- Excellent problem solving skills to assist in determining the underlying issue resulting in non-functional hardware or software.

## **WORK HISTORY**

IT-Assistant(INTERN)

SMEC KENYA, September 2022 to present

#### Duties and Responsibilities

- Ensure quality client service.
- Training staff on how to use basic software.
- Provided assistance in fixing hardware and software problems, ranging from minor issues to complete network breakdowns.
- Coordinate with the IT manager to ensure smooth running of computer software programs
- Proficient in Microsoft office, HTML, CSS and python.

#### KEY ACHIEVEMENTS

- Professional and commendable relationship maintained with staff and management.

#### OTHER ENGAGEMENTS

- Member of IOT community 2021 to present.

#### REFEREES

GURVINDER BHARYA

IT GURU SOLUTIONS LTD;

+254 707112233.

ELIZABETH WANGUI

IT MANAGER SMEC KENYA,

+254 716645923.

