



MOSE MUHOMA


COMPUTER EXPERT


GENDER: MALE


ID NO. : 42526972

NATIONALITY: KENYAN

CONTACT

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 Kipkaren, Eldoret Town

 www.reallygreatsite.com

EDUCATION

2023 Sep - 2023 Nov

INSTITUTION OF SOFTWARE DEVELOPMENT

- Certificate in Software Development

2023 Jan - 2023 May

NORTH RIFT INSTITUTION

- Certificate in Computer studies
- Introduction to IT Support Technician

2019 - 2022

UMOJA SECONDARY SCHOOL

- Kenya Certificate of Secondary Education

2010 - 2018

MURUMBA PRIMARY EDUCATION

- Kenya Certificate of Primary Education

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

PROFILE

Am Highly skilled Computer & MS Office Expert with a strong background in data management with experience of 2 year, document processing, and office automation. Proficient in Microsoft Word, Excel, PowerPoint, Outlook, and Access, with expertise in creating reports, managing spreadsheets, automating tasks, and enhancing productivity. A detail-oriented professional with a passion for accuracy, efficiency, and technology-driven solutions. Adept at streamlining workflows, improving office efficiency, and delivering high-quality results in a fast-paced environment.

WORK EXPERIENCE

Sky Ridge Researchers Technologies

2023 JUN - 2024 NOV

Software Developer

- 1. Software Development & Coding
- Writing clean, efficient, and scalable code using programming languages like Python, Java, JavaScript, C++, etc.
- Developing applications, websites, or software solutions based on business requirements.
- Implementing algorithms, data structures, and logic for optimal performance.
- 2. Software Design & Architecture
- Designing software structures and system architecture to meet project requirements.
- Creating flowcharts, diagrams, and models to plan software development.
- Selecting appropriate technologies, frameworks, and databases
- 3. Software Maintenance & Updates
- Updating existing software to improve performance and functionality.
- Patching security vulnerabilities and fixing compatibility issues.
- Ensuring backward compatibility and legacy system support.

Zeketech Technologies

2022 DEC - 2023 MARCH

Data Entry Clerk

- Data Entry: Inputting, updating, and verifying data in spreadsheets, databases, or software systems.
- Accuracy & Quality Control: Ensuring data integrity by reviewing, correcting, and validating information.
- Record Keeping: Maintaining organized electronic and physical records of data.
- Data Retrieval: Extracting and presenting data when needed for reports or analysis.
- Updating Databases: Modifying existing records to keep information up to date.

KEY SKILLS

- Advanced MS Excel (Formulas, Pivot Tables, Macros, Data Analysis)
- Professional MS Word (Document Formatting, Templates, Mail Merge)
- Engaging PowerPoint Presentations (Animations, Templates, Charts)
- Outlook & Email Management (Scheduling, Automation, Collaboration)
- Data Entry & Database Management (Access, Google Sheets, CRM)
- Strong IT Skills (Troubleshooting, Software Installation, Cloud Computing)

LANGUAGES

- English (Fluent)
- Swahili
- Luo

HOBBIES & INTEREST

- Coding
- Reading Novels
- Socializing
- Travelling

- Handling Confidential Information: Ensuring the security and privacy of sensitive data.
- Scanning & Filing Documents: Digitizing paper records and maintaining a filing system.
- Generating Reports: Creating summaries or detailed reports based on entered data.
- Communication: Coordinating with other departments to verify and clarify information.
- Basic Troubleshooting: Identifying and correcting minor data entry errors or inconsistencies.

REFERENCE

Mr. Nicholus Mwenda

Sky Ridge Technologies Manager

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Mr. Ahmed Abdallah

Zeketech Technologies, Manager

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