Yahya Saadi

saadiyahya@icloud.com – 0716816603

**PERSONAL STATEMENT**

To help and ensure the company achieve its goals through result oriented methodologies that will build the company as a body, both internally and externally within the industry, clearly emerging as a better competitor among the rest.

WORK EXPERIENCE

Chief Account at Nairobi South Hospital May 2019 – To date

Responsibilities:

* Filing of statutory deductions for the company.
* Reconciling of the bank accounts.
* Payment of suppliers and filing of VAT withholding.
* Writing of cheques and petty cash management.

Assistant System Admin/Hardware-Software-Network Support Engineer – Jan 2017 – Apr 2017

Nairobi South Hospital.

Nairobi, Kenya.

Responsibilities:

* Managing of the Network.
* Troubleshooting machines, network and the system.
* Configuring the network to client machines.
* Configuring the system to respective client machines.
* Formatting and replacing client machines.
* Setting the network on respective client machines.
* Maintaining Network and Security policies all over the branches.
* Installing and Updating of respective client machines where a new version of the system has been upgraded.
* Making Security and Network policies and enforcing them throughout the network.

**EDUCATION**

**Level 5 Advanced Diploma in Computing (QCF), January 2018- December 2018.**

Computer-Pride Ltd, Nairobi.

* Dynamic Websites.
* Agile Systems.
* Analysis, Design and Implementation (HTML).
* Network Security and Cryptography.
* Computing Project.
* Database Development and Design.
* Information System Analysis.
* Professional Issues in I.T.

**Level 4 Diploma in Computing (QCF), January 2016- December 2016.**

Computer-Pride Ltd, Nairobi.

* Computer Networks.
* Computer System.
* Skills for Computing.
* Design and Development of a Website.
* Database.
* Design and Development of Object Oriented Computer Programs (JAVA).
* Software Development Techniques.
* Office Solution Development.

**Level 3 Diploma in Computing (QCF), April 2015 – September 2015.**

Computer-Pride Ltd, Nairobi.

* + Introduction to Computing
  + IT Skills
  + Mathematical Techniques
  + Introduction to Programming
  + Study and Communication Skills

**Certificate Course in Management, April 2013 – September 2013.**

The Kenya Institute of Management, Nairobi.

* Principle of Management
* Principle of Accounts
* Business Communication and Office Management
* Introduction to Law
* Principles of Purchasing

**K.C.S.E, 2009-2012**

Garissa High School, Garissa.

**PERSONAL INTERESTS**

I am a team-player and very self-motivated. Am interested in database design and administration and combining it with networking, I am competent with major programming languages (SQL, PHP, JAVA, Visual Basic) and I am skilled in most aspects in I.T. Am socially friendly and can work under minimum supervision.

**REFEREE**

Mr Hassan Kassim,

0720 520 268,

CDF Manager, Mandera East.

Mr Mufaddal Dossajje,

0728 931 814,

Lecturer, Computer-Pride Ltd.