



**PETER
MWANIKI
KARANJA**

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PROFESSIONAL SUMMARY

I am a dedicated IT personnel trained in Information Technology and web-based application development. Enthusiastic about building deeper understanding of new skills in Tech application structure and practical programming abilities. Equipped with IT skills and impressive commitment to excellence. My focus being on becoming an IT technician person able to make a value added contribution to the organization. I am self-motivated, innovative and hardworking person with the ability to communicate, think critically, analyze problems and exercise good judgment. I am responsible, obedient and flexible to work in different multi- culturally environments.

LANGUAGE

- ENGLISH
- KISWAHILI

TECHNICAL SKILLS

- JavaScript Programming
- Front-end web development.
- Application programming
- End user support
- Information security & Risk Management
- Network administration
- IT Technical expertise
- Troubleshooting and Maintenance
- Data Management

ACQUIRED SKILLS

- Proficient in computer and the internet.
- Microsoft Windows, configuration and MS Office operations.
- Extensive knowledge in computer hardware, cyber security vulnerabilities, IT risks and solutions.
- Customer relations
- Excellent communication, organization skills and writing skills.
- Exceptional ability to work well under pressure.

EDUCATION

Sep 2019 – Present	Taita Taveta University, Voi BSc in Information Technology
Jan 2015 – Nov 2018	Kahuho Secondary School, Nyandarua (Mean Grade C+)
Jan 2006 – Dec 2014	Mairo Ikumi Primary School, Nyandarua (Mean Grade C+)

AWARDS AND CERTIFICATIONS

- Kenya certificate of primary education.
- Kenya certificate of secondary education.
- Certificate in computing studies.

WORK EXPERIENCE

Jan 2023 – Mar 2023 Attaché, National Hospital Insurance Fund (NHIF), Kiambu

- Front office operations, involved day-to-day interactions with members of the public, which sharpened communication skills and improve on interpersonal relations.
- Customer service enhancement by Serving members who needed to register as NHIF members
- Claim process
- Raising of payment vouchers and electronic fund transfer
- Transfer to accounts payable and posting claims to payable accounts
- Biometric registration and filling
- OHSAS
- Educating members on how to make payments via the banks and M-pesa.

Aug 2022 - Aug 2022 Polling Clerk, Independent Electoral and Boundaries Commission (IEBC), Nyandarua

- Issued ballot papers to voters.
- Verifying the voter’s name and ID (and voter’s card number) in the voters’ register;
- Identifying voter electronically.

Jun 2020 – Dec 2020 Employee, “Kazi Mtaani” programme, Nyandarua

- Street and drainage cleaning,
- Garbage collection,
- Bush clearance,
- Fumigation and disinfection,
- Ensuring clean environs and improved urban infrastructure and service delivery

Jan 2021 – Dec 2022(School Holidays) Employee, Rome’s Hardware, Rironi Kiambu

- Receiving, processing, and organizing shipments and deliveries accordingly.
- Restocking depleted or low shop items and ensuring that the sales floor is organized according to established guidelines.
- Assisting customers in locating desired shop items.
- Maintaining an in-depth knowledge of store items to provide advice and recommendations as needed.

ADDITIONAL INFORMATION

Good in Socializing and passionate in mentoring young people to unveil their potential. Team player and motivated worker, good time management skills, quick learner, always ready to learn, dependable, and has a sense of responsibility.

HOBBIES

- Web design
- Playing Football
- Hiking

REFEREES

- **Madam Grace Mwaura**
Chairperson Informatics and Computing Department
Taita Taveta University.
Phone: 0714215679.
- **Mr. Joseph Mutual**
Principal
Kahuho Secondary School.
Phone: 0721566367.