CURRICULUM VITAE

Michael Kimutai

P.O. Box 490-30300, Kapsabet, Kenya

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**Personal Information**

**Gender :** Male

**Date of birth :** 21st June 1991

**Nationality :** Kenyan

**Marital Status :** Married

**Passport No :** BK389268

**Career Profile**

I am an enthusiastic, innovative and results-driven Information Technology graduate committed to personal growth, career development and strong desire to learn. I am seeking entry-level job opportunities in information technology field which can expose me to further career development in the professional world besides utilizing the skills that I have acquired to provide exceptional service.

**Educational Background**

**Jan 2018 - December 2020: Jomo Kenyatta University of Agriculture and Technology**

Bachelor Science in Information Technology (IT)

Second Class Honours (Upper Division)

**Sep 2015- December 2017: Jomo Kenyatta University of Agriculture and Technology**

Diploma in Information Technology (IT)

Attained (PASS)

**January 2013 -December 2013: Mount Kenya University**

Certificate in Information Technology (IT)

Attained (CREDIT)

**January 2012 -December 2013: African Institute of Research and Development Studies**

Computer Applications Studies

Attained (CREDIT)

**January 2008- December 2011: St Peter’s high school Kapsabet**

Kenya Certificate of Secondary Education (K.C.S.E)

Attained C

**January1998 - November 2007: Kapchepsir primary school**

Kenya Certificate of Primary Education (K.C.P.E)

**Work Experience**

**January 2014 -To August 2015:** **Edrot Company Limited**

**Employment**

**Position: IT Support**

**Duties & responsibilities**

* Design and maintain applications/websites for clients.
* Educate clients on procedures for resolving or preventing recurrence of a technical problem.
* Develop and implement technical procedures effective in quickly addressing customer’s problems to minimize downtime.
* Act as a liaison between the IT unit of an organization and its clients.
* Perform diagnostic tests and troubleshooting to identify client’s issues.

**Jan 2020 – Apr 2020: Rivatex East Africa Limited**

**Industrial Attachment**

**Position: IT Support**

**Duties & responsibilities;**

* Networking/LAN and wireless configuration
* Computer repair and maintainance and software installation
* System analysis and design
* Correcting software and hardware problems for users
* Electronic construction
* Database system
* Finanacial accounting Systems and data management

**Jan 2021 -To date**: **Dakim Tech Limited**

**Position: Director/Shareholder**

**Duties and responsibilities;**

* Oversee IT operations and supervision.
* Implementing strategies and creating blueprints for developing client’s Software’s and web applications.
* Supervise installation of CCTV’s and biometric/access control systems.
* Ensure smooth delivery and operation of IT services.
* Create processes and standards for selection, implementation, and support of systems.
* Provide direction, guidance, and training to IT staff.

**May 2021 -To date**: **Girls for Change Kenya(CBO)**

**Position: Volunteer**

**Duties and responsibilities;**

* Distribution of sanitary pads to the less previlaged girls in schools and communities.
* Mentoring young girls about importance of self hygience, importance of education on their future careers.
* Addressing Social Problems associated with Girls and Women in Rural Communities and create a more Humane Environment for them.
* Working with local governments and authorities to helping to stop girl child labor, forced marriages and genital mutilation

**Skills & Competencies**

* Data analysis skills
* Organizational skills.
* Leadership skills.
* Good communication & strong interpersonal skills.
* Team player.
* Strong attention to detail.
* Able to work under minimum supervision.
* Strong analytical skills.
* Problem solving skills; able to analyze and solve problems.

**Languages**

English: Fluent spoken and fluent written

Swahili: Fluent spoken and fluent written

**Hobbies and Interests**

* I enjoy reading current affairs books.
* Interest in technology trend.
* I have keen interest in sports, particularly football.
* I enjoy connecting with friends and new people.
* Internet surfing

**References**

1. Mr.Felix Kimeli Mursoi

Manager

Dakim Tech Limited

Phone: +254724425214

1. Mr. Brian Chemwotie

Lecturer Jomo Kenyatta university

Eldoret campus

Phone: +254724775567

1. Mike K Tanui

ICT Manager

Rivatex East Africa Limited

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