CURRICULUM VITAE

FELIX KIMUTAI KANDIE

PERSONAL DETAILS

NAME: FELIX KIMUTAI KANDIE

NATIONALITY: KENYAN

DATE OF BIRTH: 12TH OCTOBER 1999

GENDER: MALE

MARITAL STATUS: SINGLE

ID: 36896550

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LANGUAGES: ENGLISH, KISWAHILI AND KALENJIN

CAREER OBJECTIVE

To add value to an organization where my professional and interpersonal skills, as well as experience gained through exposure to ICT and business environments can be successfully applied to achieve the overall goals of the organization and my personal self-improvement.

EDUCATIONAL BACKGROUND

DATE	INSTITUTION	COURSE
2018-2021	The Eldoret National Polytechnic	Diploma in Computer Studies
2014-2017	Lelmokwo Boys High School	Kenya certificate of secondary Education (**KCSE**)
2008-2013	Moi Primary Tambach	Kenya certificate of primary Education (**KCPE**)

SKILLS AND ABILITIES

- Attentive to details, accurate and a keen observer
- Highly organized with good time management skills
- Proficiency in computer applications and ability to use designing softwares such as **Photoshop** and **Illustrator**
- Web development and Software development.
- Desktop application development.
- Possess good communication skills both spoken and written
- Ability to write clean codes in **HTML5, CSS3, JAVASCRIPT, PHP, PYTHON & Bootstrap FRAMEWORK**
- Ability to design and develop databases using **MySQL, SQLite** and **Mongo DB** databases management
- Excellent team working skills, good organizational and social skills

PERSONAL ATTRIBUTES

- Hardworking.
- Fast learner.
- Reliable and dependable
- Outstanding planning and organizational skills.
- Great team worker, adaptable and flexible
- Solid approach to achieving task and objectives
- Self-motivated and ability to work with minimal supervision.

POSITION: ICT TECHNICIAN
A.I.C CHEPTEBO RURAL DEVELOPMENT CENTRE
JOB RESPONSIBILITIES

1. **System Implementation Oversight**: I had a key role in overseeing the design and development phases of the organizational system, ensuring it met the institution's needs and objectives.
2. **Network Infrastructure Enhancement**: I was responsible for the installation and configuration of routers and Wi-Fi networks, optimizing connectivity and security across the institution.
3. **CCTV Camera Installation and Maintenance**: I managed the installation, configuration, and ongoing maintenance of CCTV camera systems, enhancing security and surveillance in various areas, including farm departments and administrative offices.
4. **Audiovisual Setup**: I took charge of setting up and calibrating projectors for conference meetings, ensuring seamless presentations and efficient use of audiovisual equipment.
5. **Graphic Design**: I used graphic design software to create visually appealing promotional materials such as brochures, flyers, posters, and notebook covers, aligning them with the institution's branding.
6. **System Training and Support**: I conducted comprehensive training sessions for new system users, helping them understand and utilize the system's features effectively. I also served as the go-to person for resolving system-related issues.
7. **Basic IT Support**: In addition to managing routine IT tasks like printing and report typing, I implemented streamlined processes for addressing IT-related requests and inquiries.
8. **Photography**: I was responsible for capturing high-quality advertisement photos, ensuring proper lighting, composition, and image quality, and managing them for the institution's website and promotional materials.
9. **Monthly Sales Reports**: I developed automated scripts and tools to generate monthly sales reports for each department, offering valuable insights into sales performance.
10. **ICT Innovation**: I proactively researched emerging technologies and proposed innovative solutions to enhance the institution's IT infrastructure, collaborating with cross-functional teams to implement and test new technologies.
11. **Driver Installation and Updates**: I managed the installation and maintenance of device drivers, with a specific focus on thermal printers, ensuring the compatibility and stability of hardware devices and providing training in this area.
12. **Training ICT Attachment Students**: I took on the role of mentoring and supervising ICT attachment students, guiding them through practical tasks and projects, imparting knowledge, and fostering their growth and development in the field of ICT.

MARCH 2023 – JUNE 2023

A.I.C CHEPTEBO RURAL & DEVELOPMENT CENTRE
POSITION: **ICT INTERN**
JOB RESPONSIBILITIES

- **Training Staff on Management System Usage:** I conducted training sessions to familiarize staff with the organization's management system.
- **Administrative Support**: I served as the system administrator, managing user accounts and system configurations.
- **Computer and Network Configuration**: I configured computers, network cables, and devices like printers.
- **IT Support**: I assisted staff with IT-related issues, from troubleshooting to software installations.
- **Ethernet Cable and Switch Maintenance**: I maintained and repaired network cables and switches for a reliable network.
- **Internet Connectivity Management**: I ensured consistent internet access for the organization.
- **Modification of Institutional Systems and Website**: I made necessary changes to the organization's systems and website.
- **Designing Advert Posters**: I designed promotional posters for institution events.
- **Storekeeping and Procurement Activities**: I managed inventory and handled procurement, from LPOs to goods receipt.

AUGUST 2020 – NOVEMBER 2020

POSITION: ICT ATTACHEE
HUDUMA CENTRE (ELGEYO MARAKWET BRANCH)
JOB RESPONSIBILITIES

- Maintain and troubleshoot all network and computer related issues.
- Monitor and maintain computer systems and networks.
- Test and evaluate all new technology including M&E systems e.g. database systems, websites etc.;
- Help install and support of all ICT hardware and software.
- Integrate and configure computer networking for best performance.
- Integrate security, physical control solutions for all confidential data and systems.
- Conduct electrical safety checks on computer equipment.
- Set up new users' accounts and profiles and deal with password issues.

HOBBIES

- ✦ Watching Tech Videos & Documentaries
- ✦ Participating in tech forum and communities on social media such as providing solutions to computer related problems
- ✦ Playing Virtual gaming i.e. ESport games
- ✦ Nature retreats
- ✦ Reading Scientific Journals and Magazines
- ✦ Listening to Gospel Music
- ✦ Watching scientific movies and discovery channel
- ✦ Travelling and making friends

ACHIVEMENTS

- • 2020 Participated in **TVET science and exhibitions** fare under ICT & Robotics category. At lodwar town.

REFEREES

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