***CURRICULUM VITAE***

**MAHDI**

**C/o-Tel: +971 502360357**

**Dubai - UAE**

**Email**: mehdi.343949@2freemail.com

**Visa**  : Visit

**Visa Expiry :** 25th Feb 2017

**Marital Status**  : Single

**Nationality** : Kenyan

**Languages** : English, Swahili

**Academic Profession**  : IT/ Administrator(Degree in Math & Computer Science)

**EXPERIENCE**

* Administrative experience, excellent communication skill, customer relation, organizational skills, scheduling and office support, excellent financial planning, record keeping, personnel distribution and logistics.
* Experience in Computer maintenance, computer hardware repair, computer software installation and maintenance.
* Good skills in networking. Excellency in web page designing, web page writing. Knowledge in C++ languages, java language and Visual basic language.
* Team player capability and good leadership qualities
* Accounting skills and use of MS Word, Excel, PowerPoint and publisher

**EMPLOYMENT BACKGROUND**

**Mathematics/ Computer Teacher:Jan2016-Jan 2017**

Pleasant view senior girls’ school. Nairobi, Kenya

**Roles**

* Teach, guide and tutor students on basic computer operations, use of MS Office and database
* Teach, guide and tutor students on algebraic and other Mathematical problems and how to solve the problems.
* Student role model and a counsellor Sports and games master, guided them in various sports and games activities

**Data Clerk; June 2014- Dec2015**

Pacalnet, Kenya Power

**Roles**

* Carry out Field data study on power connection
* Enter data to the system
* Preparation of the data and quotations of customer charges
* Ensured data is stored and manipulated accurately to the system

**Office/ Network Administrator; Feb 2013-May2014**

Uwezekano NGO. Nairobi, Kenya

**Roles**

* Ensured the days roles are distributed to other staff members
* Reported directly to the general manager on activities to be carried out and other issues arising
* Collected field work data and entered the data to electronic system
* Ensured data is stored and manipulated accurately to the system

**IT Intern:**Sep 2012- Jan 2013

* IT Internship at the Ministry of Information,
	+ Nairobi Kenya
* Networking, software update and installation, computer hardware maintainace

## EDUCATIONAL BACKGROUND

**Degree:** BSc. Mathematics and computer science 2012-2015

Jomo Kenyatta University of Agriculture and Technology

**Subjects:** Software installation, Networking, Web designing, web page writing, Statistics, Accounting, Communication skills.

**Certificate in computer packages**

**Global Computer College –**2008

**Kenya Certificate of Secondary Education 2005-2008**

* Oloolua Secondary School,
* Mean grade (B)

**Kenya Certificate in Primary Education 1995-2002**

* Total Score 405
* Mean Grade (A)

# HOBBIES

* Reading Novels,
* Watching Movies and Documentaries
* Traveling
* Soccer