**CURRICULUM VITAE**



**Personal Details**



**Full Name:** Dennis

**Date of Birth:** 24th July 1978

**Nationality:** Kenyan

**Gender:** Male

**Personal Qualities/ Strengths**



* I am an innovative self-motivated team player who is capable of multi – tasking while observing high professional ethics.
* I am keen to details and get motivated by excellence in challenging assignments.
* Strong interpersonal skills and enjoy working as a team
* Able to work in challenging environments with minimal supervision.

**Personal Achievements**



* Best performing student departmentally in college
* Promoted to rebranding committee due to my performance as a technician
* Nominated to the eLearning technical team
* Able to join college after 15 years of looking for school fees.

**Career Vision**



To walk up the Ladder through hard work, learning, interacting, practicing what I Know, research what I don’t know, accepting and working on challenging tasks and assignments in order to sharpen my skills

**Professional Qualifications**



**March 2020**

Trained in Moodle Company

**March 2015**

Trained in ISO 19001:2015 Standards

**September 2015**

Trained on19001:2008 TQM (total quality management) Automated systems

**Oct-2014 –Jan-2015**

CISCO COMP ITA+ certification.

**January2012-July 2014**

Diploma in Information Communication Technology

**February 2010**

Independent Electoral and Boundaries Commission (**IIEC**)-trained as a voter registration clerk.

**March 2013**

Independent Electoral and Boundaries Commission (**IEBC**)--trained as a Polling clerk.

**December 2007 – April 2008**

Ministry of Agriculture-trained in Agri-business, Agri-market, Agro input and Agri- chemical handling skills

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| --- | --- | --- |
| **Academic Qualifications** |  |  |
|  **High School** | **1993-1996** | Kenya Certificate of Secondary |
|  |  | Education (Grade C) |
|  **Primary School** | **1984-1992** | Kenya Certificate of Primary |
|  |  | Education |



**Employment Record**



**ICT Technician Gusii Institute of Technology;** May 2015- Date

**Responsibilities**

* Ensuring proper installation, Maintenance and repair of equipments, tools and machines in the computer laboratories
* Take care of equipments, machines and tools under my custody
* Keep record of issuance and equipment, machine, material and tools
* Keeping inventory of equipment, machines, tools and materials in computer Laboratories
* Ensuring safety in computer laboratories at all times
* Ensure order and cleanliness in computer laboratories.
* Repair and servicing of the above equipments
* Generate, update and safety of the equipments’ inventory
* Assist users of the equipments were need arise.
* Advice management in IT and related matters
* Updating programmes and antivirus

**Voting Clerk Independent Electoral and Boundaries Commission (IEBC);** March 2013 **Responsibilities**

* Carrying out voting exercise
* Ensuring safely the voting materials
* Inform the Electoral body of any incident in the voting center thro’ the Presiding Officer  Voter assistance.

**Voter Registration Clerk Independent Electoral and Boundaries Commission;** March- May 2010 **Responsibilities**

* Carrying out daily registration of voters
* Keeping safely the registration materials
* Updating the Electoral body of any development (if any) in my registration center
* Voter education.

**Cyber café /shop attendant Nyagusu cyber and computer accessories shop;** August 2014- May2015 **Responsibilities**

* Carrying out daily register of sold items
* Advice management
* Keeping safely the stock to sell
* Assist cyber café customers achieve their goal Customer education.

**Other Essentials**



* Leadership skills
* Team player
* Facilitation and coordination skills
* Communication skills

**Extra – curricular Activities**



* Event Organization
* Fundraising for community events

E-Mail: dennis.399929@2freemail.com

WhatsApp: +971504973598

Reference

Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com Feedback@gulfjobseeker.com

View Video CV of candidates available on YouTube Channel

<https://www.youtube.com/channel/UCdsv_v9Czkx2Dc8bW4Bt4wA/>

Chat with us Live on Zoom

<https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

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