

Resume: Manasseh Kanja

Personal Information

Application Title Information Technology Intern

First Name Manasseh

Middle Name N/A

Last Name Kanja

Email Address manassehkanja@gmail.com

Nationality Kenya

Gender Male

Category Computer/IT

Type Internship

Highest Education University

Alternative Phone Number +254 100114375

Date of Birth 2021-03-03 00:00:00

I am Available Yes

Address

Address

Address 59299-00200

City NAIROBI

State N/A

Country Kenya

Skills

Skills Technical skills Networks- Proficiency in Lan technology, Computer Networking and Networks. (routing and switching devices) Knowledge in various Operating systems and Databases (iOS, windows) Security -CCTV administration, Security Systems, virus protection maintenance and backup management. Knowledge in Virtualization Technologies. Graphic Design and Animation and Office365. Hardware- Assembly, Maintenance, peripherals, troubleshooting drivers. Virtual trainings platform General skills Excellent verbal and written communication skills and a good team player Excellent time management skills (getting things done in a timely manner) Excellent report writing and presentation skills Very Critical and logical thinker Multi-tasking abilities Willingness to learn and be

Resume

MANASSEH KANJA Information Technology Specialist Gender: Male Phone: +254 797243224 Address: 59299-00200 Nairobi Email: manassehkanja@gmail.com PROFILE I am a confident, highly driven individual in information technology niche, with practical hands on computer maintenance, troubleshooting and experience in user and software installations and configurations. Resourceful and proactive, I combine effective communication skills with detailed technology to identify and troubleshooting IT issues, and deliver a satisfactory outcome for the company whilst working alone and as part of a larger team. I am eager to be challenged in order to grow and further improve my IT skills. I am currently looking for an opportunity to further my career within the IT sector. Experience June 2021 - September 2021 teachers service commission. Duties: - · ERP Systems Designs and Database management. · Technical support and Service Management. · Maintenance, Repair and inventory of IT equipment. · Managing and configuration of CCTV systems. · Virtual User Trainings including Office365. · Managing ICT Service desk · Software installations, troubleshooting, hardware configuration and upgrading pc and ups repair and maintenance · Networking-configuring computers and printers on LAN network, activating network ports, network cable trunking and restructuring internet cabinet and server · Documentation-use of photocopiers, scanners and printers · Updating ICT equipment inventory · Training of staff on basic computer literacy · New ict equipment inspection and functionality testing · Interacted with the CRM system and Online Leave Management systems · Resolved virus and malware issues · Implemented commissions policies, technical procedures and standards for preserving the integrity and security data, reports and access · In charge of domain and email registration March 2021- June 2021 WEBBS INSTITUTE Duties: - · Installation and maintenance of Computer networks (WAN and LAN) · Regularly updating of computer software for organization staff · Maintenance, Troubleshooting and repair of IT equipment · End user support. · Management of data backups and assist in recovery process. · Teaching- Microsoft Office packages, computer networking and system support, Graphic Design using Adobe Programs, photoshops and PageMaker · It hardware repair and maintenance · Installation of Anti-virus software and other security software. Education Diploma In Information Technology KCA University Nairobi 2019-2021 Kenya · Kenya Certificate Of Secondary Education Gaichanjiru High School 2015-2018 Muranga Kenya · Kenya Certification Of Primary Education Kigwe Primary School Completed, November 2014 Kiambu Kenya Technical skills § Networks- Proficiency in Lan technology, Computer Networking and Networks. (routing and switching devices) § Knowledge in various Operating systems and Databases (iOS, windows) § Security -CCTV administration, Security Systems, virus protection maintenance and backup management. § Knowledge in Virtualization Technologies. § Graphic Design and Animation and Office365. § Hardware- Assembly, Maintenance, peripherals, troubleshooting drivers. § Virtual trainings platforms General skills § Excellent verbal and written communication skills and a good team player § Excellent time management skills (getting things done in a timely manner) § Excellent report writing and presentation skills § Very Critical and logical thinker § Multi-tasking abilities § Willingness to learn and be corrected § Team builder and player ability § leadership

References

Reference

Reference N/A

Reference Name Benjamin Magira.

Relation To Reference Supervisor

City NAIROBI

State N/A

Country Kenya

Zip Code N/A

Address N/A

Phone Number 0725821672.

Reference Years N/A

Reference

Reference N/A

Reference Name Lilian Ondari

Relation To Reference Supervisor

City NAIROBI

State N/A

Country Kenya

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Address N/A

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Reference Name Nicholas Mwaniki

Relation To Reference Supervisor

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Reference Years N/A