

CURRICULUM VITAE

PERSONAL DETAILS

NAME : NAOMI CHEPKORIR
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NATIONALITY : KENYAN
IDENTIFICATION NUMBER : 36258080
DATE OF BIRTH : 10/10/1997
HEALTH : EXCELLENT

CAREER OBJECTIVES

Motivated ICT graduate with a strong foundation in networking, systems administration, and software development, seeking to contribute technical expertise to a dynamic and growth-oriented organization. Passionate about leveraging technology to solve real-world problems and enhance operational efficiency. Eager to continuously learn and adapt in a fast-paced tech environment.

Roles as of an IT expert;

- Review diagnostics and assess the functionality and efficiency of systems.
- Implement security measures.
- Monitor security certificates and company compliance of requirements.
- Offer technical support to company staff and troubleshoot computer problems

Achievement of an IT expert;

1. Re-organized something to make it work better.
2. Identified a problem and solved it.
3. Come up with a new idea that improved things.

4. Developed or implemented new procedures or systems.
5. Worked on special projects.
6. Received awards.
7. Been complimented by your supervisor or co-workers

WORK EXPERIENCE

JUNE 2019: WORK AT NAKURU NATIONAL SHOW

Duties and responsibilities: •

Troubleshoot hardware and software issues on desktops, laptops, and mobile devices.

- Manage and maintain Active Directory user accounts and permissions.
- ICT equipment's management and maintenance.
- Liaising with ISP and suppliers on any ICT services and software changes requirements.
- Monitor and maintain network and server systems.
- Updating systems when necessary.
- Provide technical support via phone, email, and in-person.
- Install and configure software and hardware for clients.
- Create and maintain documentation of IT processes and procedures.
- set up new users' accounts and profiles and deal with password issues
- Performing diagnostic tests and repairs, as well as developing data archiving, backup, and retrieval procedures.
- Testing the exchange of data between computers, servers, modems, and routers.
- Optimizing server capacity to keep up with demand in online traffic

AUGUST -NOVEMBER 2019: ATTACHMENT LITEIN MISSION HOSPITAL

Duties and responsibilities;

- Implementation of ict operational strategies
- Knowledge building and knowledge sharing
- Networks administration
- Training users on ict applications

- Provides effective telecommunications service
- Setting up computer workstations

EDUCATION BACKGROUND

2017-2021: Joint Rift Valley Institute of science and technology to pursue Diploma course in Information communication technology pass

Award: Pass

2011-2015: Kiptewit Girl's High School

Award: C Plain

2003-2010: Kiptewit Primary school.

C Plain

HOBBIES;

- Reading poetry
- Travelling.
- Participating and learning new ideas.
- Participating in community development and research programs.
- Participating in voluntary work and visiting children home.

KEY SKILLS

- Team Building.
- Teamwork.
- Leadership.
- Collaboration.
- Written Communication.
- Oral Communication.
- Active Listening.
- Communicating Complex Information in Digestible Amounts.

- **REFEREE**

1. MRS MARCELLA RONO

PRINCIPAL KIPTEWIT GIRLS

TEL: 0714918814

2.NICHOLAS LANGAT

ICT OFFICER LITEIN MISSION HOSPITAL.

Tel: 0725 557896

3.ROBERT ROTICH

ICT LECTURER RVIP

Tel:0721791651