

CURRICULUM VITAE

BONFACE KARIMI MURIUKI

IT TECHNICIAN | SOCIAL WORKER

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PERSONAL PROFILE

A responsible, adaptive and motivated computer technician and a tutor with a demonstrated history in community development as a social worker. I have a customer- focused approach to work and a strong drive to see things through completion. Vast experience of working with people from diverse backgrounds, demonstrating respect for, and undertaking of, cultural differences.

EDUCATION

2011 – 2013	Diploma in ICT	Nyeri National polytechnic
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Relevant modules:

- Computer programming
- Database management systems
- Understanding information systems
- Principles and practices of management
- Data communication and networks
- Communication

March 2010 – July 2010	Trained in various computer applications attaining qualifications in Microsoft word, excel, PowerPoint and access.
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JAN 2006 –NOV 2009	Kiranja Secondary School. Kenya Certificate in Secondary Education. Attained various co-curricular certificates and awards for active participation in different activities during the period.
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WORK EXPERIENCE

June 2021 - Present	ICT tutor at Mary Immaculate Teachers Training College
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Main duties performed:

- Mentoring and training students in IT
- Documenting , preparing and marking exams
- Repair and mainanance of hardware.
- Researching, installing and configuring new systems
- Performing any other duty assigned.

Jan 2018 – FEB 2021

social worker and IT technician at Baraka Community Care Centre.

Main duties preformed:

- Identifying and recruiting needy cases from the society
- Case management, documentation and reporting
- Provision of basic needs for all clients
- Management of crisis and emergencies
- Participation in development of sustainable programs, structures and process of new shelter in the community and in public schools
- Co-operation with therapists, doctors, educational institutions heads, local administration and other service providers.
- Participate in community mobilization activities
- Providing skills training.
- Participation in weekly team meetings
- Maintenance of network and internet connection
- Install and maintain new software in the office
- Regular proactive maintenance of computers and accessories
- Provide IT support to internal and external stakeholders

OCT 2013 – JAN 2017

ICT tutor at Northwood College Nanyuki

Main duties preformed:

- Preparing and dating pedagogic documents.
- Documenting, preparing and marking exams.
- Planning and organizing progressive assessment of learner's achievement.
- Hardware and software troubleshooting.
- Attending to clients at the reception and performing any other duties assigned by the supervisor.

HOBBIES AND INTERESTS

I enjoy listening to music, training and singing in the choir, volunteering and community involvement and taking nature walks.

PERSONAL SKILLS

Dependability | IT skills | Adaptability | Analytical and critical thinking | problem solving | Team work and people skills | communication skills | capacity building skills | Language proficiency

REFEREES

Mr. Peter Mwangi Nderitu

Lecturer Chuka University

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