

KIPNGETICH KEVIN

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## PROFESSIONAL SUMMARY

Detail-oriented ICT professional with strong experience in data entry, digital records management, and ICT support across government and institutional environments. Skilled in handling large datasets, ensuring accuracy, maintaining confidentiality, and delivering timely results. Demonstrated ability to support ICT operations, troubleshoot systems, and manage digital tools efficiently. Passionate about using technology to enhance workflow efficiency and data integrity.

## CORE SKILLS

- Data Entry & Records Management: Fast and accurate typing, data cleaning, verification, validation, indexing, and digital filing.
- Digital Tools Proficiency: Microsoft Excel, Google Sheets, MS Office, database systems, and web-based data collection tools.
- ICT Support: Hardware/software troubleshooting, system updates, installation, and user support.
- Systems Knowledge: Exposure to KIAMIS, KNEC data systems, NSSF systems, and digital enumeration applications.
- Technical Skills: SQL, Python, Java, HTML, CSS, JavaScript; basic Power BI; Git; Windows & Linux environments.
- Professional Attributes: Confidentiality, accuracy, time management, teamwork, attention to detail.

## EDUCATION

Bachelor of Science in Computer Science – Laikipia University (Second Class Upper Division, 2021)

KCSE – Samoei Boys High School (B+)

## RELEVANT EXPERIENCE

Data Capturer | Kenya National Examinations Council (KNEC) — Nov 2024 to Dec 2024

- Entered and verified candidate registration and exam data with strict accuracy.
- Ensured data integrity and confidentiality.

Enumerator | State Department for Social Protection — May 2024 to June 2024

- Collected, verified, and entered household data using digital devices.
- Ensured completeness, accuracy, and timely submission.

ICT Intern | ICT Authority – Ministry of Agriculture — Dec 2023 to Dec 2024

- Supported KIAMIS farmer registration system.

- Assisted in data management and system documentation.

ICT Intern | NSSF Narok — July 2022 to July 2023

- Supported data backups, system updates, and secure record handling.

ICT Attaché | KTDA Mogogosiek Tea Factory — Oct 2020 to Feb 2021

- Assisted in ICT operations and digital record-keeping.

Polling Clerk | IEBC — Aug 2022

- Verified voter data and ensured accurate record maintenance.

## PROJECTS

- Beauty Parlor Salon System (HTML, CSS, JS)
- KIAMIS Farmer Registration System Support (Java, SQL, Python)

## REFEREES

1. Kennedy Miriti — Head of ICT, Ministry of Agriculture

Email: kennedymiriti@kilimo.go.ke | Tel: 0733 779 092

2. Aloisa Osir — Branch Manager, NSSF

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