CURRICULUM VITAE

ABRAHAM K KOSKEI

Personal Data

Date of Birth	17th August 1992
Marital Status	Single
Nationality	Kenyan
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EDUCATION BACKGROUND

2012- 2015:   UNIVERSITY OF ELDORET

                          BACHELOR OF SCIENCE (COMPUTER SCIENCE)

2007-2010:   KIPKEIKEI HIGH SCHOOL
                          (KENYA CERTIFICATE SECONDARY EDUCATION)

1999-2006:   CALIFORNIA ACADEMY
                          (KENYA CERTIFICATE OF PRIMARY EDUCATION)

Key Competences

Managerial skills:

➤ Possess appropriate blend of business and IT skills to assist in making a real contribution in the workplace.
➤ Excellent interpersonal and communication skills.
➤ Ability to work well under pressure and thrive on challenging works.
➤ Commitment to delivering high level service.
➤ Ability to work on my own and as part of a team.
➤ Excels in multi-tasking and prioritizing work assignments.
➤ Ability to work under no supervision.
➤ Good analytical mind, conceptually and solution-oriented thinking

Personal Skills:

➤ Great social and interaction skills.
➤ Excellent Oral and Written Communication Skills.
➤ Presentable and articulate.

➤ Having a flexible "can-do" attitude and a positive approach to the problem.
➤ Able to work in shifts schedule and on-call

Key Experiences

QUATRIX LIMITED
1ST January 2020 to date
Logistics Planner (TMS)

Responsibilities included
➤ Provide customer care team with everyday comprehensive reporting data along with tracking information
➤ Conduct comparison analysis and present monthly reports to management on data performance to plan.
➤ Perform with carrier transit schedules and update them in real-time
➤ Develop and manage a daily plan for the full optimization of street operations; manage equipment to decrease dwell days
➤ Collaborate with the customer service team to schedule appointments

Bollore Africa Logistics
22nd August 2016 to December 2019
Queue Management System(QMS) CLERK

Responsibilities included
➤ Proactively monitor and manage incidents/malfunctions investigation for provided hosting services.
➤ Responsible for handling Level 2 technical cases using an internal ticketing system and keeping track of these issues during the whole resolution process
➤ Conducts root cause analyses for incidents and signals any improvement requirements.
➤ Define solution documentation. Apply and maintain installation and configuration procedures.
➤ Share domain and technical expertise, providing technical mentorship and cross-training to other peers and team members.
➤ Reviewing system and application logs, backups, and restore

County Government of Trans-Nzoia,
Department of Education and ICT
Internship under
• Systems Administrator,

- ICT Manager
- Network administrator
- Installation of CCTV Cameras

28th May 2014 to 5th September 2014.

Responsibilities included:
- Software, hardware network installation and configuration
- General servicing and maintenance of ICT equipment
- Training members of staff on computers and computers application usage
- Assisting ICT manager to develop and implement ICT policy plan and strategy
- Auditing application of systems
- Planning and implementing disaster recovery and back-up procedures and information security and control structures.
- Analyzing system logs and identifying potential issues.
- System Configuration on computers

Ajitec Limited,
IT Department,
System administrator
January to March 2013.
Eldoret, Kenya.

Responsibilities included:

- Developing strategies that were used in the implementation of software and hardware systems
- Keying and clearing staff accounts (post with clearing) using a system known as S.A.P- System Application Program.
- Maintaining T.M.S- Transport Management System.

- planning proper budget and quotations for software and hardware systems
- Collect necessary IT specifications for each department and make sure that their requirements are met
- Train the employees in using information systems and help them understand the configuration of the systems
- Manage staff to monitor technology equipment and oversee policies and procedures of the company
- Look after the maintenance of IT equipment's`

Kapsara High School,
July 2012 to November 2012
Kitale, Kenya

Responsibilities included:
➤ Teaching computer studies

Skills Profile

Database Administration   mysql sql

Cisco Certified Network administrator (CCNA)

Programming *Languages:* c++, php, Html.

Graphics Tools. Adobe Photoshop, Adobe Illustrator

Networking and Troubleshooting

Enterprise Resource Planning (Odoo&SAP)

REFEREES

1. **Mr. STEVE ONYANGO**
   Operations Manager
   Quatrix limited
   Phone: +254723149117

2. **Mr. IAN SOI**
   Logistics manager
   Quatrix limited
   Phone: +254722335573

3. **Mr. ALEX LIMO**
   Business Development Director

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