

BIO DATA

Name : Albanus Muindi Mwaka
Nationality : Kenyan
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CAREER OBJECTIVE

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

TECHNICAL SKILLS

- Operating system: Linux, Windows, macOS, Android and iOS.
- Application software: MS office suit, QuickBooks and AutoCAD.
- Graphics and design: Photoshop, Dreamweaver, Illustrator, InDesign and Corel Draw.
- Hardware: Hardware configuration, Maintenance, system administration, tech support.
- Networking: Network configuration, Network security, Cloud management, WAN/LAN, DNS, DHCP, debugging etc.

ACADEMIC BACKGROUND

2022 - 2023: Kenya Institute of Professional Studies
Diploma in Information Communication Technology
2013 - 2015: Kenya Institute of Professional Studies
Craft Certificate in Information Communication Technology
2009 - 2012: Kawauni secondary school
Kenya Certificate of Secondary Education (KCSE)

PROFESSIONAL TRAINING

2023 - 2023: Cisco Networking Academy
Cisco Certified Support Technician (CCST) Networking
2023 - 2023: Security blue team
Certificate in Network Analysis

OTHER COURSES

2025 - 2025: Automobile Association of Kenya (AA Kenya)
Driving license

WORK EXPERIENCE

1. 2021 - Present
Gilfilian air-conditioning Limited
ICT Support Officer

Role and responsibilities

- Monitor and maintain computer systems and networks.
- Responding in a timely manner to service issues and requests
- Managing and directing members of staff on any IT related issues.
- Installing and configuring hardware and software.
- Setting up accounts for new users.

2. 2018 - 2020

Bluebird Aviation Limited

Flight Attendant Officer

Roles and responsibilities

- Attend pre-flight briefings.
- Guide and assist for safety and comfort to passengers.
- Conduct inspections on storage of all hand carried luggage.
- Educate passengers on use of computers and devices while on flight.

3. 2016 - 2018

Disktech Systems Limited

ICT Technician

Role and responsibilities

- Develop and maintain local network.
- Assisting in computer repairs and troubleshooting.
- Manage user accounts and settings.
- Diagnosing software or hardware issues.

4. January - April 2016

Ministry of Lands, Public works, Housing and Urban Development

IT Support Intern

Role and responsibilities

- Assembling of computer peripherals.
- Installation of computer software and peripheral configurations.
- Preventive maintenance of ICT equipment.
- Crimping/Terminating networking cables.

PROFESSIONAL SKILLS

- Critical and creative thinking.
- Excellent interpersonal and communication skills.
- Ability to exercise good judgement to help solve arising problems.
- Ability to be flexible and work under pressure

REFEREES

Please feel free to contact the under mentioned in regard to my competence for the job at hand.

1. Mr. Joseph W. Maina

Assistant Director of ICT,

Ministry of Lands

P.O. Box 30450-00100,

Nairobi, Kenya.

Tell: +254722-633-611

Email: joseph.watene@kenya.go.ke

3. Bluebird Aviation Limited,

Wilson Airport

P.O.BOX 52382-00200,

Nairobi, Kenya.

Tell: +254732-189-000

Email: enquiries@bluebirdaviation.com

2. Dr. Geoffrey J. Ayunga

Senior Health Officer,

P.O Box 30075-00100

Nairobi, Kenya.

Tell: +254722-564-354

Email: gjavan2001@yahoo.co.uk