

CURRICULUM VITAE

SAMUEL GACHAGO NYANDIA



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+254(0)791737957

Personal Profile

A passionate, proactive, and inspirational professional who consistently achieves and exceeds on ICT and business objectives. Dynamic, versatile as a team player, and equipped through experience and training to deliver exceptional performance in demanding work environments.

Key Skills

Influencing and Negotiation Skills:

Strong leadership skills, computer skills (information Technology) and ability to challenge on solutions and products to a varied range of customers.

Analytical and Problem-solving Skills:

Enhanced work by creatively undertaking analysis of systems and processes for improvement.

Communication and Inter-personal Skills:

Excellent ability to communicate competently and confidently to people in different situations, and different backgrounds, as well as high convincing power to team members in project development that is in Information Technology field.

Leadership Skills

I have strong leadership skills and have demonstrated the ability to motivate and guide teams to achieve common goals. I excel in providing clear direction, delegating responsibilities, and creating a positive work environment that encourages collaboration, innovation, and accountability. I am also adept at recognizing individual strengths and weaknesses, providing constructive feedback, and mentoring team members to help them reach their full potential

Planning, Co-ordination, and Time-Management Skills:

Strong people, resource, and project management skills.

Computer Skills:

- MS Word
- MS Excel
- MS Outlook
- MS PowerPoint
- MS SQL HTML, PHP.
- Python programming
- C programming
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KENYA MEDICAL TRAINING COLLEGE (KMTC)

Karen,

Attachment and Internship 1 and a half Years,

Department of Information Technology (ICT)

Responsible for providing service and entering student data in the school system (ERP) System

Key Responsibilities:

- Installing, configuring, and maintaining hardware and software systems, including servers, workstations, laptops, printers, operating systems, and applications.
- Troubleshooting and resolving technical issues related to hardware, software, and network systems.
- Managing and securing data backups, disaster recovery systems, and cybersecurity measures to protect the organization's data.
- Monitoring and managing network performance and security, identifying potential vulnerabilities and risks, and implementing proactive measures to mitigate them.
- Ensuring compliance with IT policies, procedures, and regulations, including data privacy laws and cybersecurity measures.
- Providing technical support and training to end-users, including employees, customers, students and vendors.
- Analyzing business processes and identifying areas for improvement using IT solutions.
- Maintaining documentation related to IT systems, such as user manuals, system configuration, and network diagrams.
- Configuring the Network systems in all machines.
- Updating the Software's, in every office machine.
- Registering, Enrolling and Reporting New and Old students in the ERP System.
- Configuring the Printing machines.
- Installation of CCTVS

- Supervising The exams using the schools CCTVS
- Loading study and revision materials in the schools E-Library.
- Managing, Maintain student, and departmental records
- Sorting files using the ERP system.
- Attending to student's queries and complaints.
- Ensure correct policies are captured in the system correctly.
- Software installation and maintenance
- Hardware configuration
- Network management
- Any other duties as may be allocated by the management from time to time.

WORK EXPERIENCE

MARCH 2023 TO DATE

Millan Computer College and Cyber

Key responsibilities

- Teaching of computer packages as from lower level to advanced levels to diploma levels
- Attending to cyber customer services e.g (NTSA , E-citizen, KRA, Public Service Commission's etc)
- Services advertisement
- Attending to clients and students
- Advertising to schools etc.
- Installing and Updating of Computer software's
- Recovery and repair of the Computer hardware's

11TH SEPTEMBER TO 10TH OCTOBER

National Agricultural Value Chain Development (NAVCD)

Key Responsibilities

- Interviewing farmers using questionnaires in a system (KIAMIS)
 - Registering the farmers using the KIAMIS system
 - Reporting to the supervisor on the number of farmers registered every day
 - Registering crops grown and the total land size
 - Teamwork
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- **CISCO: Essentials of python programming**
Software Engineering
 - Peer mentor sessions
 - Team collaboration
 - ALX SE cohort debates

QUALIFICATIONS

EDUCATION BACKGROUND DATE	PLACE	ACHIEVEMENT
2019-2023	The Co-operative University of Kenya, Bachelor's Degree in Business Information Technology (BBIT)	Graduated with (Second class upper division)
2014-2018	Gatero Mixed Day Secondary School (Kenya Certificate of Secondary Education.)	Scored C+ plus
2014	Gatero Mixed Primary School (Kenya Certificate of Primary Education.)	Scored 233 marks

Summary of Seminars Trainings Attended

- ✦ Leadership Management
- ✦ Risk Management
- ✦ Financial Management
- ✦ Peer counselling
- ✦ Red cross
- ✦ Culture Change
- ✦ Fundamentals of Information Technology (ICT).
- ✦ Gender and Gender Based Violence.
- ✦ Born Intersex seminar (IPICC)
- ✦ Programming and web development

Other Competencies

- ✦ Competent in computer, hardware's, software's and programming languages ie experience in programming.
- ✦ Competent in Website development e.g. (qwarqo.com)
- ✦ Excellent delivery of business conjoined with Information technology results
- ✦ Excellent understanding of procedures, risk, and ICT policies

- ✦ Team-working and people management and efficiency
- ✦ Excellent problem-solving skills.
- ✦ A member of Programming, web development Society of Kenya.
- ✦ Excellent in peer counseling skills, and holding a certificate in peer counselling.
- ✦ A member of the Kenya Red cross.
- ✦ A member of Gender and Gender Based Violence Society in Kenya.
- ✦ Excellent in Leadership skills,

i) 2020-2021

-Congress house in the School of Computing and Mathematics and as well the Congress House speaker

-Academic Secretary School of Computing and Mathematics

ii) 2022-2023

Secretary General of Cooperative University of Kenya

-Deputy Secretary general Karen Student Association (KASA)

- Chair of the school's (Cooperative University of Kenya) constitution Oversight committee.

-Secretary General in Kirinyaga County Students and Tertiary Students Association (KCUTSA)

--Academic Secretary School of Computing and Mathematics

Personal Details

Date of Birth : October 06 2000
 Nationality : Kenyan
 Marital Status : Single

Hobbies Interests

- ✦ Watching Documentaries and Football.
- ✦ Mountain climbing.
- ✦ Travelling
- ✦ Reading Novels
- ✦ Team Building and experiences sharing in ICT plus Business World, and the real world.
- ✦ Service to humanity

Referees

1. Mercy Wambui
 ICT Officer (SCM)
 The Co-operative university of Kenya
 Phone.0715418155

2. Dr. Shem Mbandu
 Director Quality Assurance
 The Co-operative university of Kenya
 Phone. 0733795035

3. Mr Jackson Kimeu ICT

Officer

Kenya Medical Training College of Kenya, Karen Campus.

Phone.0756168005

4.Mr Macharia

Teacher

Gatero Mixed Day Secondary School

0720781283

5. Joyce Warware

Millan Computer College

Phone: 0710625832

6. Andrew Karinga

National Agricultural Value Chain Development (NAVCD)

PHONE: 0713383513



THE CO-OPERATIVE UNIVERSITY OF KENYA

P.O BOX 24814-00502, KAREN - NAIROBI Tel:0202430127/2679456 Cell: 0724311606

Fax: 0202470638 Email:ve@cuk.ac.ke/enquiries@cuk.ac.ke

Website: www.cuk.ac.ke

CERTIFICATE OF SERVICE

This is to Certify that

SAMUEL GACHAGO NYANDIA

Served as a

SECRETARY GENERAL

of the Co-operative University of Kenya Students Union (CUKSU)
during the 2022/2023 Academic Year

DEAN OF STUDENTS



QUALITY CO-OPERATIVE TRAINING
CUK is ISO 9001: 2015 Certified



REGISTRAR
ACADEMIC AFFAIRS



THE CO-OPERATIVE UNIVERSITY OF KENYA

CERTIFICATE OF PARTICIPATION

This is to Certify that

Samuel Gachago Nyadia

Successfully completed

PEER COUNSELORS/PEER EDUCATORS TRAINING

TOPICS COVERED

- ◆ Introduction to Peer Counseling
- ◆ Roles and Responsibilities of Peer Educator/ Counselor
- ◆ Comprehensive Knowledge on HIV
- ◆ Self Esteem and Self Awareness
- ◆ Stress and Stress Management
- ◆ Mental Health
- ◆ Alcohol and Drug Abuse
- ◆ Self-Care and Behaviour Change
- ◆ Sexuality and Gender Based Violence
- ◆ Conflict Management

Conducted from Tuesday 30th November, to 2nd December, 2021 by HIV/AIDS
Private Sector Business Council held at The Co-operative University of Kenya



Dean of Students





Deputy Vice Chancellor, AA

GATERO MIXED DAY SECONDARY SCHOOL




P.O. BOX 2298-20300, NYAHURURU

Certificate of Appreciation

This is to certify that Samuel Gachago has
been an active member of **Red Cross Club**.

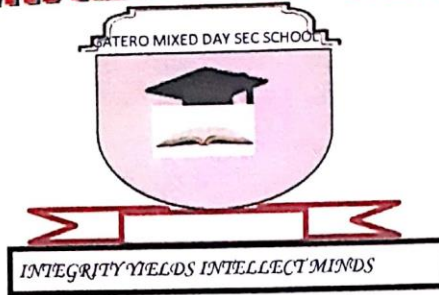
This Certificate is awarded for the dedicated service
since **2015-2018**


PRINCIPAL GATERO MIXED DAY SEC. SCHOOL
Sign


Patron



GATERO MIXED DAY SEC.SCHOOL



Certificate of participation This is to certify that

Samuel Gachago

Has been awarded this certificate for actively participating in 2018 Gatero Mixed day Sec. School Inter-classes Athletics Competition and being

Position 2 Short put

Awarded this 13th Feb, 2018

H.O.D



Principal