

# CURRICULUM VITAE

## PERSONAL DETAILS.

**Address:** 15234 -20100

**KAPENGURIA, KENYA**

**Phone:** 0719299900

**Email:** [poweldayck@gmail.com](mailto:poweldayck@gmail.com).

**Date of Birth:** 18<sup>th</sup> April 2000

**ID Number:** 38411164

**Marital Status:** Single

**Sex:** Male



## CAREER OBJECTIVE

- ❖ *My career aim is to secure a challenge within a dynamic organization, where I can leverage my analytical, customer relations, resource management, and managerial skills effectively.*
- ❖ *To evolve into a diligent and technically proficient diplomat, contributing significant value to the organizations I work with.*
- ❖ *Aspire to be an integral part of a high-performing team, actively contributing to its success and taking on positions of greater responsibility for continuous improvement.*
- ❖ *Continuously enhance my professional ability through ongoing learning and development, staying abreast of industry trends and advancements, to remain at the forefront of my field.*

## PERSONAL ATTRIBUTES AND SKILLS

- ❖ **Leadership skills:** *I lead myself and inspire others to work effectively. I am confident, positive, smart, work-oriented, and willing to learn.*
- ❖ **Inter-personal skills:** *Ability to supervise and to accept supervision. I get along well with co- workers having received positive evaluations from earlier supervisors.*
- ❖ **Communication skills:** *Good verbal and presentation skills developed while working on various projects and presenting research data to clients.*

## ACADEMIC QUALIFICATIONS

2023:	COUSERA Introduction to Microsoft Excel
	CISCO NETWORKING ACADEMY Python Essentials 1
	Computer hardware and Basics
2015 to 2018	SAMUEL KIM ADVENTIST HIGH SCHOOL Kenya Certificate of Secondary Education
2007 - 2014	MANIAN PRIMARY SCHOOL Kenya Certificate of Primary Education

### OTHER QUALIFICATIONS

**Office Suites**

*Microsoft Office:*

- o Word*
- o Excel*
- o Access*
- o Email and internet*
- o PowerPoint*
- o Publisher*

**Programming Languages:**

- o Python*
- o JavaScript*

**Web Development**

- o HTML/CSS*
- o React.js*
- o Django*

**Database Management:**

- o SQL (Structured Query Language)*
- o Operating Systems:*
- o Windows*
- o Linux/Unix*

**Software Development:**

- o Git*

**Mobile App Development:**

- o Android Studio (Java/Kotlin)*

**Networking:**

- o TCP/IP*
- o DNS*
- o VPN*

**Cloud Computing:**

- o Microsoft Azure*

**Cybersecurity:**

- o Firewall configuration*
- o Encryption techniques*
- o Vulnerability assessment*

**Data Analysis:**

- o Excel*
- o Python (Pandas, NumPy)*

**UI/UX Design:**

- Adobe Creative Suite*
- o Photoshop*
- o Illustrator*
- o InDesign*
- o Acrobat*
- o Lightroom*
- o After Effects*
- o Premier Pro*
- o Character Animations*

**Office Suites:**

- Microsoft Office:*
- o Word*
- o Excel*
- o Access*
- o Email and internet*
- o PowerPoint*
- o Publisher*

## ***WORK EXPERINCE***

***Year:*** April 2023 – up to date

***Organization:*** Unity Printers

***Position:*** Work Staff

*Able to perform the following Duties: -*

- *Proficient in photocopying, printing, scanning, and document binding, with ability in typesetting with correct grammar.*
- *Experienced with KRA portals for PIN applications, returns, and compliance requests.*
- *Familiar with ECITIZEN portals for driving license renewal, passport application, motor vehicle inspection, and various others including NCA, IFMIS, TSC, GHRIS, HELB, AGPO.*
- *Skilled in handling visa applications and scheduling visa interview appointments for the UK and the US.*
- *Capable in system administration, network configuration, software installation, security, tech support, updates, project management, and research.*
- *Proficient in IP, DHCP, WAN/LAN, Windows, and network automation.*

***Year:*** October 2022 – March 2023

***Organization:*** LOLLYPOPY ENTERTAINMENT

***Position:*** Work Staff

*Able to perform the following Duties: -*

Store Management:

- Responsible for overall store operations.
- Manages inventory, staff, and customer service.
- Develops and implements strategies to increase sales.

Sales Associate:

- Aids customers in finding and buying movies.
- Manages transactions and supplies product recommendations.
- Restocks shelves and keeps store cleanliness.

Cashier:

- Manages transactions and manages customer payments.
- Supplies receipts and ensures accuracy in financial transactions.
- Aids customers with any payment-related inquiries.

Visual Merchandiser:

- Creates appealing displays to attract customers.
- Organizes and arranges movies and promotional materials.

- Ensures the store has an aesthetically pleasing appearance.

**Customer Service Representative:**

- Aids customers with inquiries, returns, and exchanges.
- Addresses customer concerns and resolves issues.
- Supplies information about products and promotions.

**Inventory Manager:**

- Manages movie inventory and restocking processes.
- Conducts regular inventory checks and updates.
- Coordinates with suppliers to ensure a steady stock of movies.

**Cleaning and Maintenance:**

- Ensures the store is clean and organized.
- Performs routine maintenance tasks.
- Manages waste disposal and recycling.

***Year: September 2019 – August 2022***

***Organization: INTERLIFE ICT CENTRE***

***Position: Cyber Attendant/IT Assistant***

- 1. Able to Photocopy/Print/Scan/Bind documents and typeset in correct grammar.*
- 2. Has worked with the following portals: KRA – PIN application, Returns, Compliance requests ECITIZEN – Driving License renewal, Passport application, Motor Vehicle Inspection, NCA, IFMIS, TSC, GHRIS, HELB, AGPO*
- 3. Visa applications and Visa interview appointment bookings for UK, US.*
- 4. System administration, network configuration, software installation, security, tech support, updates, project management, research, IP, DHCP, WAN/LAN, Windows, network automation,*

***HOBBIES***

- ☐ *Nature walks*
- ☐ *Hiking*
- ☐ *General Reading*
- ☐ *Travelling*

## **REFEREES**

1. *JOSEPH LENANGURAM*  
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3. *JOAN OKOTH*  
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4. *SILAS KIBET LOLII*  
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