

# CURRICULUM VITAE

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**Mutai, Patrick Kipkirui**

**Tel:** +254-(0)-703-188-031 | +254-(0)-789-123-533, Nairobi, Kenya.

**e-Mail:** [kipkiruimutaipatrick@gmail.com](mailto:kipkiruimutaipatrick@gmail.com)

**LinkedIn:** [Mutai Patrick](#)

**Portfolio:** <https://mutai08.github.io>

## SKILLS

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### Programming Languages

- C#
- VB.Net
- JavaScript (ES6)
- TypeScript
- HTML
- Java
- Dart
- Angular Js.
- CSS

### Libraries & Frameworks

- Xamarin
- Windows Forms
- React.
- Flutter
- Git.
- jQuery.
- Angular.
- React
- Express.

### Tools & Platforms

Bash, Git, Wordpress, Postgres, MySQL, Zoho, SAGE

### Design

Adobe XD, Adobe InDesign

## EXPERIENCE HISTORY

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### 1. LEAD IT SUPPORT OFFICER

**Ministry of Education, State Department for Early Learning and Basic Education**

**From:** 15<sup>th</sup> June up to date

**Kirinyaga Central Sub-County, Kenya**

Working in the State Department for Early Learning and Basic Education under the Ministry of Education as a lead IT Support Officer for Kirinyaga Central Sub-County.

- Data Analysis.
- Supporting of E-learning and content development in line with the schemes of work.
- Providing class support and training of Primary Schools teachers in the use of Digital Literacy Devices.
- Supporting the implementation of the Digital Literacy Program. Carrying out innovations to enable schools to improve on the use of digital learning.
- Providing support in the safe, secure, and ethical use of technology in learning.

- Assisting teachers by integrating ICT in the delivery of teaching, learning, and assessment.
- Supporting school staff with the development and production of key school policies and procedures.
- Providing first line support and maintenance of ICT services in school.
- Providing first line of support to teachers in accessing online services i.e., NEMIS, TPAY, TPAD, and CBA Portals.

## 2. ICT INTERN

**Ministry of Education, State Department for Early Learning and Basic Education**

**From:** 12<sup>th</sup> June 2023 – 12<sup>th</sup> June 2024

**Kerugoya, Kirinyaga County, Kenya**

### **Responsibilities:**

Working in the State Department for Early Learning and Basic Education under the Ministry of Education.

- Supporting of E-learning and content development in line with the schemes of work.
- Providing class support and training of Primary Schools teachers in the use of Digital Literacy Devices.
- Supporting the implementation of the Digital Literacy Program. Carrying out innovations to enable schools to improve on the use of digital learning.
- Providing support in the safe, secure, and ethical use of technology in learning.
- Assisting teachers by integrating ICT in the delivery of teaching, learning, and assessment.
- Supporting school staff with the development and production of key school policies and procedures.
- Providing first line support and maintenance of ICT services in school.
- Providing first line of support to teachers in accessing online services i.e., NEMIS, TPAY, TPAD, and CBA Portals.
- Data Analysis.

## 3. DATA ANALYST

**From:** 9<sup>th</sup> May 2022 – 12<sup>th</sup> June 2023

**Industrial Area, Nairobi, Kenya.**

### **Responsibilities:**

Working under Herufi Africa Technologies to provide technical support to Marsyetu LTD.

- Analyzing bulk data and designing user dashboards on Zoho for easier visualization by clients.
- Training clients on how to use Herufi POS Software **Riseller**
- Built a Xamarin based app to enable Store Keeper and Warehouse Manager track the stock levels at the warehouse.

- With a team of five developers, we developed react based application for Marsyetu Salesrep for them to place orders in the field.
- Integrated Marketforce360's Mobile App with Herufi Africa POS system to streamline operations and enhance customer engagement.
- Part of development team that integrated Marsyetu POS to KRA Etims.
- Designed user dashboards for the operations team and customers on **Zoho** that led to better visibility and ease for both Marsyetu clients and operations in executing their day-to-day operations.

#### **4. ASSOCIATE SOFTWARE ENGINEER**

##### **Herufi Africa Technologies**

**From:** *9<sup>th</sup> May 2022 – 12<sup>th</sup> June 2023*

**Kileleshwa, Nairobi, Kenya.**

##### **Responsibilities:**

Working at Herufi Africa Technologies, providing first line technical support to Herufi clients.

- Worked with a team of three developers to build a marketing website and e-commerce platform for Marsyetu LTD, an ambitious FMCG distributor in the country.
- KRA eTIMS intergration to Herufi clients and providing technical support.
- Build MarsTrack app, Xamarin based application for updating stocks level at the Warehouse.
- Interfaced with clients on a weekly basis, providing technological expertise.
- Data Analysis.
- Training clients on Herufi products and services.
- Testing Softwares to meet customer specification.
- Software quality assurance.
- Implementation of Softwares.
- Training Herufi clients.
- Analyzing bulk data and designing user dashboards on Zoho for easier visualization by the clients.
- Writing Software Documentation.
- Mobile and web development.
- Validation and verification of code to oversee the assurance of application functional logic, data processing, and error management
- Develop systems based on the client's choice and needs.

**5. DATA ENTRY CLERK**

**The Management University of Africa**

**Part-Time:** 25<sup>th</sup> March - 4<sup>th</sup> May 2022 / 29<sup>th</sup> July - 29<sup>th</sup> August 2022 / 24<sup>th</sup> March - 27<sup>th</sup> April 2023

**South C, Campus, Nairobi Kenya.**

**Responsibilities:**

- Data entry.
- Receiving and sorting examination booklets at the exams centre.
- Counterchecking the accuracy of the recorded marks in the booklets.
- Filling of marking schemes.
- Manual filling of source documents.
- Tallying of marks.
- Keeping safe custody of examination stationary and other items as required by the exams department
- Performing other duties and responsibilities assigned by the supervisor.
- Generating daily reports on marking status.

**6. TICKECTING INTERN**

**KenyaBuzz Limited**

**From:** 1<sup>st</sup> December 2021 - February 28<sup>th</sup> 2022

**Westlands, Nairobi, Kenya.**

**Responsibilities:**

- Uploading movies/event schedules on KenyaBuzz website.
- Testing systems.
- Liase with clients (theatres and event organizers)
- Customer service by telephone and email.
- Financial ticket reconciliation.
- Monthly and weekly sales reports for movie/events ticketing clients.
- Event ticketing sales.

## 7. ICT ATTACHE`

**The County Government of Kericho.**

**From:** *3<sup>rd</sup> February - 31<sup>st</sup> April 2020*

**Kericho County, Kenya.**

### Responsibilities:

Working at the County Government of Kericho under the Department of Information, Communication and E-Government, Youth Affairs, Gender and Sports.

- Server installation and set up.
- Offering help desk services to the clients at the county government.
- Assisted clients with diagnosis of software and hardware issues.
- Windows installation and configuration of new computers into active directory.
- Maintenance of server equipment in control rooms.
- Managing and maintaining cabling (Ethernet and Fiber).
- Maintenance of data center equipment in both hardware and software.
- Providing technical support, answering support queries via phone, email and in-person.
- Providing support to network administration team.
- Assisting in installation of applications and documenting processes.
- Resolving port issues on VoIP telephone connections.
- Resolving network and Wi-Fi connectivity errors.
- Configuration of IP, Proxy addresses and DNS.
- Setting up firms' printers to a Local Area Network.
- Assisting in installation of application and documenting processes.
- Assisting in physical movement of ICT equipment
- Communication with site supervisors clearly on any issues.
- Encouraged timely and relevant upgrades for clients' products as necessary.
- Asset tagging and verification exercise.

## EDUCATION AND TRAINING

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Mount Kenya University Thika (MAIN) Campus.  
 Bachelor of Science in Information Technology, October 2020.  
**Second Class Honors.**

## PROFESSIONAL COURSE/SEMINAR

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<u>YEAR</u>	<u>QUALIFICATION</u>
2024 (Aug-Nov)	Data Analytics Foundation, <b>ALX</b>
2023 (Dec)	Certificate of Participation in the 2024 Elimu Scholarship Program Selection Process as a member of the Kirinyaga Central CSAC Community Scholarship Advisory Committee, Kirinyaga Central.
2023 (Oct-Sept)	Oracle Autonomous Database Cloud Professional, <b>ORACLE</b> .
2023 (Jul-Aug)	Oracle Cloud Data Management, <b>ORACLE</b> .
2020 (May-Jul)	Programming Essentials in Python, <b>CISCO</b> .
2020 (Jan-Feb)	Introduction to CISCO Packet Tracer.
2019 (Aug)	Blaze Be Your Own Boss Creation Camp.
2019 (May-Aug)	Certification in Introduction to Cyber Security, <b>CISCO</b>
2017 (May-Aug)	Certification in Internet of Things, <b>CISCO</b> .

## REFEREES

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1. DR. PATRICIA CHEMUTAI, PhD, MBA, CPA, CS  
ASSISTANT REGISTRAR, EXAMINATION AND ADMINISTRATION,  
MANAGEMENT UNIVERSITY OF AFRICA,  
P.O BOX 17273-20100  
SOUTH - C CAMPUS.  
Email: [pchemutai@mua.ac.ke](mailto:pchemutai@mua.ac.ke) / [chemutaipatr@gmail.com](mailto:chemutaipatr@gmail.com)  
Mobile: +254-(0)-710-531-444  
LinkedIn: [Dr. Patricia Chemutai](#)
  
2. MR. AMIT SHAH,  
CHIEF EXECUTIVE OFFICER,  
MARSYETU LIMITED,  
PO BOX 14328-00800, Gd No. 40  
JUMBO COMPLEX, MOGADISHU Rd.  
Industrial Area, Nairobi.  
Email: [amit@marsyetu.co.ke](mailto:amit@marsyetu.co.ke)  
Mobile: +254-(0)-707-999-999  
LinkedIn: [Amit Shah](#)
  
3. MR. GORDON OSEN,  
CHIEF TECHNICAL OFFICER - CTO,  
HERUFI AFRICA TECHNOLOGIES & Founder SIAFU SOCIAL,  
P.O BOX 112-20200,  
Kileleshwa, Nairobi.  
Email: [osen@herufi.co.ke](mailto:osen@herufi.co.ke)  
Mobile: +254-(0)-720-204-403  
LinkedIn: [Oyoo Osen](#)