

CURRICULUM VITAE

Personal Details

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OBJECTIVE

Personal Attributes:

- Thrives in teamwork and have excellent co-ordination capabilities.
- Good interpersonal & Communication skills.
- Hard working and good self-drive (Ability to work long hours with minimal supervision).

Skills Summary

Over 14 years' experience in system analysis and Programming for both web-based and desktop applications. Experience in major programming languages, operating hardware, software and networking.

EDUCATION:

United States International University (USIU) – Year 2000 – 2003

Bachelor of Science in Information Systems Technology Subjects

LOWER DIVISION COURSES 15 units

- ACT 1010 Principles of Accounting I
- BUS 1010 Introduction to Business Organizations
- IST 2010 Computer Organization & programming
- IST 2020 Introduction to Programming
- IST 2050 Electronic Business, Strategy, Architecture and Design

UPPER DIVISION COURSES 42 units

- BUS 3010 Business Law
- BUS 3020 Production and Operations Management
- BUS 4070 Business Values and Ethics
- IST 3020 Principles of Operating Systems



- IST 4010 Advanced Information Systems
- IST 4020 Systems Analysis and Design
- IST 4030 Database Management Systems
- IST 4040 Decision Support Systems
- IST 4060 Telecommunications and Networks
- IST 4070 Object-Oriented Programming
- MGT 3010 Overview of Management Practice
- MKT 3010 Principles of Marketing
- SEN 4800 Integrated Seminar
- IST 4900 Information Systems Project

COURSES AND ADDITIONAL TRAINING

Liztech Computer Training College, - Year 2002

Diploma in

- Computer Engineering
- Computer programming
- Web and Graphic designing

Kenya Certificate of Secondary Education (KSCE) - Year 1995-1998

Homabay High School.

Kenya Certificate of Primary Education (KCPE) - Year 1987-1994

Unity Primary School.

COMPUTER SKILLS

Languages

- Proficient in Microsoft office, HTML
- Familiar with C++, Java
- Adobe master suit collection Macromedia (Fireworks, Dreamweaver, Flash)

Software

- **Database:** Access, Excel, Apache
- **Operating system:** Windows 9x/2000, XP, Vista, window 7, Linux
- **Office& productivity:** Microsoft, Open Office 2010, MS excel, MS power point.
- **Graphics:** Adobe Master Collection, Maya, 3D Max, Coral Draw, Color pilot.
- **Web Design:** Macromedia (Dream weaver), Publisher, Apache, Flash.

Experience

SGS KENYA LTD (JUJA & MARIAKANI WEIGHBRIDGE) - Year 2012 - 2017

System Administrator / Supervisor

Primary Duties

- Computer maintenance in both hardware & software.
- Systems Networking management and administrating, maintaining and redeveloping
- Data collection
- Developing of information and documentation management system and Coordination of knowledge building and sharing in the office
- To ensure optimal use of online results-based management tools and development of Technology
- Site survey
- Supervising roads and buildings under constructions
- Data collection

OTIENO ODONGO & PARTNERS (ATHI RIVER

WEIGHBRIDGE) - Year 2009 - 2010

System Administrator / Supervisor

Primary duties

- Computer maintenance in both hardware & software.
- Systems Networking management and administrating, maintaining and redeveloping
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- Developing of information and documentation management system and Coordination of knowledge building and sharing in the office
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MASOMO BORA MANAGEMENT TRAINING COLLEGE - Year 2006 - 2008

Assistant manager

Primary duties

- Computer Tutor
- Computer instructor
- Computer maintenance in both hardware & software.
- Web designing & photo editing

BILSON HOTEL (BH) - Year 2003- 2008

Waiter: *Duties and responsibilities*

- Greet and seat customers
- Present menus and take orders
- Relay orders to the kitchen
- Serve food and beverages
- Handle complaints and ensure satisfaction
- Prepare and clean tables
- Process bills and collect payments
- Follow health regulations and customer service guidelines
- Answer menu questions and make recommendations
- Ensure the dining area is organized and clean

BILSON SERVICE (BVS) - Year 2003- 2008

Storekeeper

Primary duties & responsibilities:

- Receive, unload, and shelve incoming inventory items.
- Inspect deliveries for damage or discrepancies; report any issues promptly.
- Keep accurate records of incoming and outgoing shipments.
- Organize and maintain inventory levels.
- Ensure proper storage and labelling of products.
- Monitor inventory levels and order materials as needed.
- Prepare and pack orders for shipment.
- Operate forklifts and another warehouse equipment safely (if applicable).
- Maintain a clean and organized warehouse or storage area.
- Assist customers with inquiries or orders when necessary.
- Follow safety procedures and protocols at all times.
- Collaborate with other departments to ensure efficient operations.
- Conduct regular inventory audits to reconcile physical stock with records.
- Implement inventory control measures to minimize losses and optimize stock levels.

BILSON SERVICE (BVS) - Year 1999 - 2000

Sales Responsibilities:

- Conduct market research and identify customer needs.
- Generate leads through networking and social media.
- Arrange and conduct client meetings, understand requirements.
- Prepare and deliver quotes and proposals.
- Negotiate terms and close sales.
- Maintain and nurture client relationships.
- Manage customer inquiries and feedback.

Marketing Responsibilities:

- Develop and execute marketing strategies.
- Implement campaigns across various channels.
- Create and optimize content for website and blog.
- Utilize both organic and paid acquisition channels.
- Analyze campaign performance and adjust strategies.
- Build partnerships and maintain industry relations.