



MUTHAMI VICTOR MUSAU

PROFILE

I am an IT expert who has a privilege of a diverse expertise in the office environment due to the various jobs I have undertaken. I am passionate and goal oriented individual who rises to the responsibilities entitled to me. Working in different fields and positions has given me the courage and belief in my character and skills and I truly trust that I am capable of achieving and doing everything entrusted to me hence this makes my expertise and knowledge grow and making me more productive and valuable in your company.

CAREER OBJECTIVES

I am a IT profession but life has taught me to embrace whatever is offered hence I am open minded to whichever prospect will come my way as in the modern day business, everything relates to IT hence giving me a notch making me better and more productive. I strive to give my best and giving my all to anything and everything I partake.

EDUCATION

Mount Kenya University (MKU)

2016 - 2019

Bachelor of Business Information Technology (BBIT)

I managed to score Second class division of which I am very proud to be the best student in the technical and mathematical units in the course. I was very active in the sports activities especially football and pool table.

Mbooni Boys High School

2007 – 2010

Kenya Certificate of Secondary Education (KCSE)

Attained an A- for my secondary education. I was very active in various clubs in the school for instance:

- Science club – I was the chairman and at Form three I was able to reach the provisional level at the yearly science congress.
- Debating club of which I was the chairman.
- Maths club – This was my favorite club cause of my passion in mathematics. I participated in the yearly national competitions all through my years.

CONTACT

+254 727 563 584

+974 5032 5886

NATIONALITY

Kenyan

PASSPORT NO.

AK0698543

EMAIL

muthamivic@gmail.com

MARITAL STATUS

Single

LANGUAGES

English

Swahili

HOBBIES

Swimming

Travelling

Football

Playing PlayStation

Pool table

Music disc jockey (DJ)

Sairene Travel Operations College

Certificate of computer studies

- **Introduction / MS Windows**
- **MS Word / MS Excel**
- **MS PowerPoint / MS Access**

S.O.S Hermann Gmeiner Primary School

Kenya Certificate of Primary Education (KCPE)

WORK EXPERIENCE

Rixos Gulf Hotel Doha - Lifeguard

October 2013 – Date

DUTIES AND RESPONSIBILITIES

- The most important duty is to prevent potential drowning and accidents especially of children. Once a guest has entered the pool I evaluate their swimming skills and advice accordingly.
- Rescues swimmers in distress or danger of drowning, and administers CPR if need arises.
- Ensuring the pools are clean by scrubbing after closure and vacuuming early morning before opening the pools.
- Assist any events carried out in the pool e.g. Aqua fitness activities and kids pool games and activities.
- First response of first aid to any accidents occurring in the area.
- Interacting and talking to the guests especially telling them of any good places to visit and general information about the country.

ACHIEVEMENTS

- Appointed as the assistant lifeguard supervisor by our Director due to my professionalism
- Reduction in drowning cases and injuries due to our proactive approach.
- I personally have been able to get the best reviews by guest and my director has recognized me for this.

Kitchen King LTD – IT Officer and General Supervisor

October 2020 – June 2023

I first joined the company as a casual factory worker and I was noticed by my supervisor for my commitment and hard work and was promoted to a contractual worker. Three months later the production manager took notice of my and promoted my to an office assistant and IT officer. Thereafter I was tasked with the general supervisor of the whole company hence helping and facilitating all operations in the company as directed by the production manager.

REFEREES

Shafik Makrani

Director
Kitchen King (K) Ltd
P.O BOX 83375 – 80100
MOMBASA
shafik@kitchenking.net
0700010000

George Hopf

Farm Manager
Interplant Roses East Africa
P.O Box 180 – 20117
0729060724
George@interplantea.co.ke

Fenny Mutua

Business Woman
P.O BOX 90182-80100
MOMBASA
0723115185

DUTIES AND RESPONSIBILITIES

- Diagnosis and troubleshooting of network problems arising in the offices.
- Overseeing and maintaining of records pertaining all raw materials and tools entailed in the production.
- Ensuring timely and efficient ordering of items for smooth production.
- Setting up of fingerprint scanner, enrolment of all employees and maintaining employee time records and sending monthly reports to the HR.
- Calculation and maintenance of daily company production records.
- Calculation, production and evaluating of monthly company production record and presenting them to the production manager and General Manager.
- Troubleshooting of hardware/software components e.g. printers, routers and scanners.
- Assistance and supervision of company day to day activities acting as a liaison between the production manager and the workforce.

ACHIEVEMENTS

- Quick rise of rank from casual worker to general supervisor.
- Change over from manual to digital production records which are shared to all relevant staff making access simpler and effective.
- Recognition from production manager, GM and Director for the good work done.

Fox ENT Ltd - Cyber/M-pesa/PS attendant

February 2020 – October 2020

This is a relatively small business I own which provides cyber services to the clients. This includes computers where one can browse the internet, printing and scanning services, photography and any related services. There are also Play station consoles where one can sit back and relax to some fun games.

DUTIES AND RESPONSIBILITIES

- Diagnosis and troubleshooting of network problems.
- Troubleshooting of hardware/software components.
- Conversion and burning of various media file.
- Attending to M-pesa transactions.

- Regular Maintenance and upgrading of Play Station (PS) consoles.