

CURRICULUM VITAE

PERSONAL DETAILS

NAME: Edwin Stephen Otieno Owino
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RELIGION: Christian
MARITAL STATUS: Married
NATIONALITY: Kenyan

PROFILE

A diligent graduate in computing with sound university level education, good experience in Information Systems development and implementation with ability for leadership, teamwork, and a taste for and ability in an array of sports.

CAREER OBJECTIVES

To be a well-rounded, self driven career person, able to work with others and adaptable to new and challenging working environments.

SKILLS

- Website design and development skills
- Training skills
- Operating systems (Windows and Linux) installation, configuration and troubleshooting skills
- Macromedia Dreamweaver installation, configuration and troubleshooting and usage skills
- Network, software and PC troubleshooting skills
- Oracle developer installation, configuration and troubleshooting and usage skills
- Anti virus installation, configuration, updating and troubleshooting skills

EDUCATIONAL QUALIFICATIONS

Jan 2005 – Jun 2007	BSc. Computing and Information Systems London Metropolitan University
Jan 2002 – July 2003	Diploma in Information Technology Jomo Kenyatta University of Agriculture and Technology
Jan 1992 – Nov 1994	Siakago High School Kenya certificate of Secondary Education K.C.S.E
Jan 1982 – Dec 1990	Kilimani Primary School Kenya certificate of Primary Education K.C.P.E

SUMMARY OF WORK EXPERIENCE

SEPTEMBER 2018 TO DATE

- *Promoted to Chief ICT Officer Grade Lecturer & Equiv at the Information and Communication Technology Centre.*

Duties and Responsibilities:-

- To analyze, design, construct, implement, maintain and support information systems on varied platforms in line with the established standards.
- To design and implement appropriate systems security elements.
- To develop adequate documentation for systems.
- To train system users appropriately.
- To identify skill requirements and pursue appropriate training.
- To identify tools and service requirements and advice on their procurement.
- To perform any other duties assigned by the Project Leader (MIS).

JUNE 2009 TO SEPTEMBER 2018

- *Promoted to Senior ICT Officer Grade D/E/F at the Information and Communication Technology Centre.*

Duties and Responsibilities:-

- To analyse, design, develop, implement, maintain and support information systems on varied platforms.
- To implement software security features.
- To adequately document developed systems.
- Train and support users of the systems.
- Production of the University payrolls.

I have participated in the following projects:-

- Analysis, design, development and implementation of the **Budgetary module** that enables easier management of the University's income and expenditure votes online.
- Analysis, design, development and implementation of the **Online Leave Application Processing Information System (OLAPIS)** that enables all University staff to apply for their annual leave online.
- Analysis, design, development and implementation of the **Staff Movement Advice (SMA)** system that enables unit heads to raise staff movement advice online.
- Analysis, design and development of the **Staff Clearance** system that enables online processing of staff clearance upon exit from the University.
- Analysis, design, development and implementation of the **Persons With Disability** module that now enables personnel staff capture PWD data for better reporting.
- Analysis, design, development and implementation of the Staff ID module that enables printing online of staff identity cards.
- Part of the team involved in implementation of **Estates Management Information System (ESTMIS)**.
- Implemented audit triggers at the database level for the HRMIS and Online Leave systems.
- Involved in separation of the University payroll into six i.e. Management, UASU, KUSU, KUDHEIA, Project and Contract (IGU) payrolls to assist management in decision making.
- Assisted in the analysis, development and implementation of the **Password Reset Tool** that assists University staff members reset their forgotten passwords at will.
- Part of the team that is involved in the analysis, design, development and implementation of a **Re-engineered Human Resource Management Information System** that will enable better and easier capture and management of the University's staff information as well as process their salary more efficiently.

JANUARY 2006 TO MAY 2009

- *Appointed on permanent terms as an ICT Officer Grade A/B/C at the Information and Communication Technology Centre.*

My duties included but were not limited to:

- Maintenance of the University's Human Resource Management Information System,
- Support of the various existing Management Information Systems,
- Assist in analysing, development and implementation of Information Systems,
- Processing and subsequent printing of the University payroll
- Support and maintenance of the University of Nairobi system of websites among other duties.

SEPTEMBER 2004 TO JANUARY 2006

- *Temporary appointment as a Software Technologist Grade A/B/C at the Information Communication and Technology Centre.*

My duties included but were not limited to:

- Maintenance of the University's Human Resource Management Information System,
- Support of the various existing Management Information Systems,
- Assist in development and implementation of Information Systems,
- Processing and subsequent printing of the University payroll among other duties.

AUGUST 2003 TO SEPTEMBER 2004

- *Attachment at the University of Nairobi's Information Communication And Technology Centre.*

My duties included:

- Programming
- Offering technical support to end users
- Designing and developing databases and Database Applications by customizing the Oracle Relational Database Management System.

1996-2000

- *Management of Small Business Enterprise-Akiba Wholesalers*

My duties included:

- Day to day operations – selling to the customers
- Banking and Bank Reconciliations
- Store keeping and Purchases.

PROFESSIONAL TRAINING

- Customer Care skills by Steadman Group
- N+ Certification by KENYA COLLEGE OF COMMUNICATION & TECHNOLOGY (KCCT)
- Team Building professional course by the Dan Eldon Place Of Tomorrow (DEPOT)

KEY COMPETENCIES

- Ability to work as part of a team
- Ability to work under little or no supervision
- Concern for accuracy and effectiveness.
- Ability to communicate effectively.

SOFTWARE PLATFORMS LEARNED:

- Programming Languages: C, C++, PL/SQL, PHP, Visual Basic, VB.net (ADO.net, ASP.net)
- Object-Oriented Languages: VB.net
- Operating Systems: Window '2000, Window XP, Window Vista, Ms-DOS, UNIX
- Database Management Systems: Ms Access, Microsoft SQL Server, and Oracle 9i.
- Proficiency in PageMaker, Corel Draw, Ms Word, MS Excel, Ms Project and most Microsoft products.

EXTRA MURAL ACTIVITIES

- Treasurer, ICT Centre Welfare Association

INTERESTS & HOBBIES :

- Playing Football, Scrabble, Chess, Swimming, and Travelling.