

## **SUMMARY CV – JOSEPH NJUGUNA NGUGI**

**Name & qualifications:** Joseph Njuguna Ngugi (Certificate: Computer Operations, Assembly & Repairs and Computer Networking. Diploma: Information Technology).

**Designation:** Computer Management, Repairs and Network Administrator.

### **Mailing Address**

P. O. Box 33328-00600

**Nairobi, Kenya**

Cell Phone: 254 720272022/738272022

Email: [njuguna\\_joe@yahoo.com](mailto:njuguna_joe@yahoo.com) / [njugunajoe@hotmail.com](mailto:njugunajoe@hotmail.com)

### **Duties and Current Positions held**

- i) Data entry and Recovery programmes at GIZ- Proklima (formerly GTZ- MB Project under the University of Nairobi).
- ii) Network Setup and administration at GIZ-Proklima.
- iii) Computer setups, maintenance and repairs to various clients.
- iv) Computer consultations.

### **Supervised Projects**

Successfully supervised more than 5 projects namely – Network Setup of the Muthaiga Shopping Complex, Network Setup of Post Bank Headquarters Mezzanine Floor (40 Workstations), Oasis L.t.d Network Upgrade, Origins Safaris L.t.d Network and Computer Setup, Network & Computer Setup of a Cyber Café at Zanzibar Island e.t.c.

### **JANUARY 2000 TO DATE.**

#### **Companies involved in:-**

- University of Nairobi – Nov, 2013 to Date.
- Crystal Business Systems –January 2007 to 2013.
- Vishtech L.t.d –October 2005 to August 2006.
- Mitsumi Computer Garage -2005 to September 2005.
- Muthaiga Cyber Works and Ngethe & Associates – 2003 to 2004.
  
- Netage (k.) L.t.d –2002 to 2003.
- Academy Business Systems- 2002

#### **Positions held.**

#### **Computer Technician, Manager & Sales Representative.**

- Computer sales and consultancy.
- Network setup and troubleshooting.
- Software and Hardware repairs.
- Computer assembly.
- HF and VHF 2-way radio programming.
- 2-way radio maintenance.
- Data entry, management and administration.

#### **Accomplishments in the Field:**

- i) Overhaul (Upgrade) of the whole system at Arknet Computer Center.
- ii) Data Recovery at GTZ-MB Project.
- iii) Viral Removal and Network Setup at Kenya Ozone Unit Office under guidelines from the GIZ-Proklima project office.
- iv) Successful Computer Management Consultations.

**Projects Undertaken:**

- 2011** Viral removal and Network setup at Kenya Ozone Unit (Karura Forest).  
**2008** Network Setup at Origins Safaris L.t.d (Landmark Plaza).  
**2005** PostBank and Oasis L.t.d network configuration & installation.  
**2004** Muthaiga Shopping Complex network setup.

**Professional Skills**

- Strong organizational and administrative skills, emphasis on priority setting and completion of simultaneous tasks.
- Excellent interpersonal skills.
- Ability to facilitate working relationship between colleagues, Managers and clients.
- Excellent verbal and written communication skills.
- Flexible, proactive, adaptable to changing priorities and work effectively under pressure.
- Computer literate in Microsoft office and Internet research.
- Technical knowledge of effective planning and office management

**SYSTEM LEVEL:**

- Setting up and Managing Groups.
- Securing Network Resources.
- Configuring Group policy and local Security Policy.
- Administering Shared Folders.
- Implementing Active Directory.
- Group Account Administration.
- Administering Active Directory.
- Group Policy Administration.
- Administering a Security Configuration

**Interests(hobbies):**

Computers, Engineering, Swimming, Novels, watching documentaries & travelling.

**Referees:**

1. Prof. Eunice W. Mutitu (B.Sc. Agric.,M.Sc., PhD University of Nairobi),  
CAVS University of Nairobi,  
Tel: 020- 631344/53/54  
P.o. Box 29053 Nairobi,  
E-mail: [Eunice@mbprojectke.org](mailto:Eunice@mbprojectke.org)
2. Arther Kamau,  
Human Resources Manager,  
Arknet Computer Center,  
Tel : 0202043414/2048506/0720264673,  
P.o. Box 22824-00100 Nairobi.  
E-mail: [arknetgroup@yahoo.com](mailto:arknetgroup@yahoo.com)
3. Prof. Daniel M. Mukunya (Bsc., M.sc., PhD., M.K.N.A.S.)  
CAVS University of Nairobi,  
Tel: 0722513358