

Curriculum Vitae

Personal Details

Name: Dancan Omondi Mwatha
Telephone: 0725 823835
Email Address: mwatha87@gmail.com
Marital Status: Married
Nationality: Kenyan
Religion: Christian

CAREER OBJECTIVES

To be part of a competent, result oriented team, driven by a desire to exceed benchmarks and able to meet deadlines through hardwork, dedication and continuous development leading to great career growth.

SKILLS/STRENGTHS

- Ability to work well without supervision
- Ability to work effectively in a team
- Ability to meet set deadlines
- High level of professionalism and work ethics
- Excellent interpersonal and communication skills
- High moral integrity, honesty and self-motivation
- Highly ambitious and growth oriented
- Highly dependable.

PROFESSIONAL AND EDUCATION AL BACKGROUND

Nairobi Institute of Business Studies

Diploma in Information Technology (KNEC)

Period: 2009 – 2011

Module I Units

- Introduction to Computers and Principles of Operating Systems
- Computer Applications
- Information Systems Management
- Communications Skills

Module II

- Systems Analysis and Design
- Structured Programming (C & Pascal Language)
- Object Oriented Programming (C++ & Visual Basic Language)
- Internet Application (HTML & JavaScript)
- SQL Programming

- Entrepreneurship Education
- Mathematics

Module III Units

- Principles and Practice of Management
- Trade Project
- Quantitative Methods
- Data Communications

Technicomp IT Solutions

Period: January to November, 2005

Units Covered;

- Introduction to Information Technology
- Databases
- Networking and Structured Cabling
- Internet and www

Microjet Computer College

Period: January to September, 2002

Packages done;

- Introduction to Computers
- Operating Systems
- Word Processing (Ms- Word)
- Ms - Access
- Spreadsheet Management (Ms- Excel)

SECONDARY

St Aloys Gem High School

Period: 1996 to 1999

- Kenya Certificate of Secondary Education
- Attained Mean Grade B- (Minus)

PRIMARY

Kowire Primary School

Period: 1987 to 1995

- Kenya Certificate of Primary Education
- Attained Marks 444 out of 700

EXTRA CURRICULAR

- Librarian, Games Captain , Chairman Debating Club

Work Experience

Data Entry Clerk

University of Nairobi, University Health Services(UHS)

May, 2016 To Date.

- Data entry from source documents,(Prescriptions).
- Photocopying and scanning photos and other documents.
- Maintaining the department website as a web champion.
- Support end-users in using the computer, communication network and computer peripherals.
- Perform both manual and automated data backup.
- Ensure smooth flow of data and information within the departments and the information dispatch is as to the correct user and in time.
- Ensure the security and privacy of data.
- Any other Duties as assigned by the supervisors.

IT User Support.

National Council for Persons with Disabilities (NCPWD)

September, 2013 to October, 2014

- Data entry from source documents and scanning photos and other documents.
- Troubleshoot malfunctioning hardware and /or software applications.
- Perform routine maintenance of computer Hardware, Software applications and printers.
- Networking management and monitoring.
- Support end-users in using the computer, communication network and computer peripherals.
- Perform both manual and automated data backup.
- Ensure smooth flow of data and information within the departments and the information dispatch is as to the correct user and in time.
- Ensure the computer room is tidy.
- Ensure the security of data entry/computer room.
- Any other Duties as assigned by the supervisors

**Intern;
ICT User Support
Kenyatta National Hospital (KNH)
August, 2011 to August 2013**

Duties

- Hardware configuration and installation.
- User support in both hardware and software issues.
- Installation configuration and updating of operating systems and other software.
- Configure and support of the Hospital Management Information System.
- Printer maintenance and repair.
- Computer system maintenance and repair
- Networking wireless and wired networks
- Internet connectivity with Safaricom wireless routers.
- Sourcing for system utilities from the internet and also sourcing for computer drivers for various computers brand names.
- Troubleshooting and diagnosis of faulty computer systems and printers.
- Removals of computer viruses and computer registry repair.
- Upgrading and updating computer system.
- Support end-users in using the computer, communication network and computer peripherals.

○ **Referees**

Alex Munyere
Programme Officer

National Council for Persons with Disabilities (NCPWD)
P O Box 66577-00800
Nairobi
Tel: 0722 83 1 815

KENNEDY O. AJOWI
Tel: 0724 385 348
Kabwana Tour and Travel.

Judith A. Atito
P O Box 19676-00202
Nairobi
Tel: 0726 512 161

