

CURRICULUM VITAE

GEORGE MACHIRI KARIMI

| gkarimi@uonbi.ac.ke, chirikarim@yahoo.co.uk, chirikarim@gmail.com | +254 720 827 463

PERSONAL DETAILS:

Date of Birth:	31 st January 1984
Nationality:	Kenyan
Marital status:	Married
Languages Spoken:	English (Fluent), Swahili (Fluent)
Availability:	Immediately
Gender:	Male

OBJECTIVES:

- Poised to contribute unique blend of business and IT knowledge to achieve personal and organizational goals
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PROFESSIONAL PROFILE:

- Result-oriented, organized, dedicated and with a positive attitude. Able to handle work under pressure and meet strict deadlines. Social and highly adaptive to different work environments.
 - Excellent communication, interpersonal and presentation skills (developed through presenting class assignments and working with colleagues on projects)
 - Possess IT project management and documentation skills
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AREAS OF EXPERTISE:

- Computer Networks Administration (WANs & LANs)
 - Database Design, Development and Management
 - Systems Analysis and Design
 - Systems Procurement, Development, Auditing and Maintenance
 - End-User Support and Technical Support
 - Trouble-Shooting and Problem Solving
 - Web Design and Development
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WORK EXPERIENCE:

- **EMPLOYMENT:**

August 2024 to Date: University of Nairobi

POSITION: Senior ICT Officer (User Support)

RESPONSIBILITIES

- Implement, maintain and support computer and communication networks in line with the established standards.
- Train users in and provide support for proper use and access of networked resources and services.
- Implement client-level security configurations to minimize host vulnerabilities.
- Manage assigned segments of Local Area Networks.

- Adequately document network infrastructure and related issues.
- Identify skill requirements and recommend appropriate training.
- Identifying tools, services and repair facility requirements

December 2021 to July 2024: University of Nairobi

POSITION: ICT Officer (User Support)

RESPONSIBILITIES

- Diagnose, troubleshoot, repair software, hardware, and network malfunctions.
- Support users (students and staff) assisting with tablets, smart phones, laptops, printer models, network connectivity, scanners, and desktops.
- Install software and configure workstations, train users in access of Windows and University MIS.
- Conduct daily network backup operations.
- Assist Staff and students with installation, configuration and ongoing usability of system hardware and software.
- Managing and joining of new users and devices to the University Microsoft Active Directory on Window Server 2012 R2 Operating system.
- Talk to staff and students through a series of actions, using face-to-face and over the phone, to help set up systems or resolve issues
- Logging Staff/Students queries
- Logging and processing support calls
- Planning and undertaking scheduled maintenance upgrades
- Setting up accounts for staff and students, ensuring that they know how to log in
- Solving password problems
- Obtaining replacement or specialist components which University keeps on deploying
- Checking computer equipment for electrical safety
- Maintaining records of software licenses
- Managing stocks of equipment, consumables and other supplies

▪ **December 2011 to November 2021 : University of Nairobi**

POSITION: Technologist Sub-Department of French

RESPONSIBILITIES

- Diagnose, troubleshoot, repair software, hardware, and network malfunctions.
- Assisting students and lectures with the use of the equipments in the lab.
- Support users (students and staff) assisting with tablets, smart phones, laptops, printer models, network connectivity, scanners, and desktops.
- Install software and configure workstations, train users in access of Windows.
- Update and Maintain Sub-Department of French and Faculty of Arts Websites.

- Liaising with the ICT User support Team to Offer daily operations and systems support to the entire Faculty of Arts.
 - Conduct daily network backup operations.
 - Assist Staff and students with installation, configuration and ongoing usability of system hardware and software.
 - Managing and joining of new users and devices to the University Microsoft Active Directory on Window Server 2012 R2 Operating system.
- **August 2009 to November 2011: Multiple Hauliers East Africa Limited**

POSITION: GPS, GPRS Controller

RESPONSIBILITIES

- Vehicle Tracking
- Setting and Configuration Of OBCs (Onboard Computers) in the Vehicles
- Maintenance of the Vehicles Fleet Management System

- **March 2009 : EQUITY BANK LIMITED (Head Office Human Resource Department)**

- **Responsibilities:**

- Data Entry
- Filing of Staff files

- **2007 (November) - 2008 (December) : INFOSENSE KENYA LIMITED**

- **Responsibilities:**

- Transcription
- Computer Maintenance
- Networks and internet configuration and maintenance
- ICT Outsourcing

- **INDUSTRIAL INTERNSHIP:**

- **2006 (September - December): TELKOM KENYA LIMITED (JAMBO TELKOM) NAIROBI**

- IT Intern based at the Information Systems Communications and networking

- **Responsibilities:**

- Software Configuration Management
 - Installation and Administration
- Network (LAN & WAN) Management
 - Installation and Trouble-Shooting
 - Setting up a network, allocating IP addresses to host machines
 - Configuring routers, IP based phones
- Hardware and Software Support (Trouble-Shooting)
- Installation of dial up networks and configuration
- Registration of domains

OTHER AREAS TRAINED IN TELKOM KENYA

- Jambonet in providing a Backbone to the internet
- Kenstream, in providing a point to point digital leased lines
- ADSL, which provides a fast internet access
- Kensat, in provision of the network through Vsat Technology

FEBRUARY 2002 - MAY 2002: MOUNT KENYA CYBER CAFE

- **Responsibilities:**

- Creating of user accounts
 - Servicing and maintaining computer hardware and software
 - Troubleshooting of computer network systems
 - Developing small enterprise websites
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ACADEMIC BACKGROUND:

- 2016 January to December 2021 **KENYATTA UNIVERSITY**
 - Bachelor Of science in Information Technology
 - 2012 September - 2013 January **ALLIANCE FRANÇAISE**
 - French language
 - 2004 - 2005: **THE KENYA POLYTECHNIC**
 - Diploma Computer Studies
 - Grade obtained: Pass
 - 2002 May - 2002 November: **THE KENYA POLYTECHNIC**
 - Certificate computer Studies
 - Grade obtained: Credit
 - 2002 January-2002 February: **RAILWAYS TRAINING INSTITUTE (RTI)**
 - Certificate computer applications
 - 1997-2000 **MURANG'A HIGH SCHOOL**
 - Kenya Certificate of Secondary Education (K.C.S.E)
 - Grade obtained: C+ (plus)
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- 1989 - 1996: **MUTIRA PRIMARY SCHOOL**
 - Kenya Certificate of Primary Education (K.C.P.E)
 - Grade obtained: 467 Marks

PROFESSIONAL CERTIFICATION

- 2021 October **HUAWEI ICT ACADAMEY**
 - HCIA Datacom Certification

KEY COMPUTER SKILLS:

- **Operating Systems:** MS Windows (2000, XP, Vista, 7, 10, 11), Linux (RedHat, Fedora, Ubuntu)
- **Office Productivity Tools:** MS Office, Open Office
- **Programming Languages:** VB, C++, VB.net , HTML, ASP,
- **Source Code Editors:** Dreamweaver, Visual Studio, Notepad++
- **Graphics Manipulation Tools:** Paint.NET, Adobe Photoshop CS3, Paint Shop
- **Database Mgt Systems:** Ms Access

HOBBIES, INTERESTS AND PERSONAL ACHIEVEMENTS:

- **Community Interests:**
 - Doing volunteer work, helping the under privileged in the society
- **Business Interests:**
 - Software Development, Web Design, Entrepreneurship and marketing
- **Personal Interests:**
 - Reading technology journals, Playing Basketball, Football and Chess
- **Clubs and Affiliations:**
 - Active member of Mathematics and Journalism Clubs, Murang'a High School.

REFEREES:

Mr. Abdisalam Aga Tuka

Chief ICT Officer -User Support Services

The University of Nairobi

P.O Box 30197 - 00100

Nairobi

Mobile: +254 725799799

Dr. Bilha M Mwenesi

Former Chair French Sub-Department

The University of Nairobi

P.O Box 30197 - 00100

Nairobi

Mobile: +254 722737403

Mr. Joseph Kiragu

System and Network Administrator

Jambo Telkom Limited

P.O. Box 41951 - 00100

Nairobi

Mobile: +254 736740478

Mr. Paul Githambo Rugah

Supervisor GPRS Department Multiple Hauliers Limited

P.O. Box 68580 - 006200

Nairobi

Kenya

Mobile: +254 714637025