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| **CURRICULUM VITAE** |
|  **Name** **:** Mr. Boniface Kinuthia Kuria**Date of Birth :** 11th March 1981**Marital Status** **:** Married**Address** **:** P.O. Box 7951\_00300 Nairobi, Kenya.**Email** **:** kinuthias79@gmail.com/boniface\_kuria@yahoo.com **Mobile** **:** 0720-712623**Nationality** **:** Kenyan**Languages :** English and Swahili. (Fluently written and spoken)**Religion** **:** Christian  |

**Career Objective**

1. To effectively apply my knowledge, skills and experience to serve my prospective employer to the best of my ability and knowledge with focus on the employer’s vision, mission, objectives and policies.
2. To work in a dynamic performance based organization that offers career growth and advancements whilst at the same time creating an enabling environment for personal development

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**Professional Development/education**

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| **Date** | **School** | **Examination and Grades Obtained** |
| 2015 – 2018 | Kenya Methodist University | Bachelor in Business Information Technology |
|  2004 - 2005 | Kenya School of Professional Studies | Higher National Diploma in Information Technology **(pass)** |
| 2003 - 2004 | Kenya School of Professional Studies | Diploma in Information Technology **(pass)** |
| Jan 2002 – Jun 2002 | Kenya School of Professional Studies | Certificate in information Technology **(Credit)** |

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**EDUCATION BACKGROUND**

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| **Date** | **School** | **Examination and Grades Obtained** |
| 1996 – 1999 | Kirwara High School P.o Box 880, Thika | Kenya Certificate of secondary Education**(KCSE)** |
| 1991 – 1995  | Kirinyaga/Sagana TownshipP.o Box 490Kerugoya | Kenya Certificate of Primary Education **(KCPE)****416 Points** |

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**WORK EXPERIENCE**

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| **Date** | **Organization** | **Responsibilities and Achievements** |
| April 2010 to dateJan 2015 to Dec 2021June 2007 – Dec 2009 | University of Nairobi (UoN), Deans office School of the Built Environment **Position:**Computer TechnologistBrownsoil Kenya LimitedMicro House Technologies Ltd. **Position:** Functional Consultant  | **Key responsibilities include**1. Managing School Records
2. Administration duties, like registration, examination, graduation and creating short listing summaries.
3. Performance contracting, which entails correcting supporting documents for performance contracting also running College(College of Architecture and Engineering CAE, UoN) performance contract management information System (PCMIS)
4. Developed and Reengineered Brownsoil Kenya Limited Financial Module
5. Use the system to invoice customers and receipt payment
6. Preparing tender documents
7. Assisting in other assigned activities

 **Key responsibilities include;**1. Conducting end user support.
2. System testing to identify errors and loopholes.
3. Developing new system/Application manuals
4. Developed manual for Risk Management which specifically developed for KUSCO.

**Skills acquired**1. Financial skills while implementing, student finance module, Co-operative College of Kenya.
2. PR skills while handling various users at client sites
3. HR skills while implementing Human resource module at Kebs and co-operative University
4. Team work

**Some of client I handled:**1. Co-operative college of Kenya
2. Kenya Bureau of Standards
3. St Nicholas Groups of Schools
4. Allen Groove School
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| Apr 2005 - May 2007 | **National Irrigation Board (Mwea Irrigation Settlement Scheme)****Position**Clerks of Works | **Responsibilities**1. Compiling vehicles and machine field operation reports
2. Managing field operations, both for roads and canals.
3. Machines/tractors and Lorries supervision at field work.
4. Managing casual employees payroll
5. Compiling annual and quarterly reports for achievable in term of field work

**Skills acquired**1. Report writing
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**EXTRA CURRICULUM ACTIVITIES**

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|  | **Place** | **Activities**  |
| 1 | Mji wa wazee (kasarani)  | visited and feed the old |
| 2 | Gatanga Girls Secondary School  | Participated in drama festivals |
| 3 | Gakoigo Pry School (kirinyaga | Participated in music festivals |

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**Hobbies**

1. Cycling.
2. Reading motivational books.
3. Travelling.
4. Drawing.
5. Watching movies and theater performed programs.

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**REFEREE**

**Joseph Mwangangi**

**KEMRI-CGMR COAST**

P.O BOX 428-80108

KILIFI

Cell Phone No: 0734-991402

EMAIL ADDRESS jmwangangi@kilifi.kemri-wellcome.org

**Chris Kivati**

Programmer

**Microhouse Technologies Ltd**

CELL PHONE NO: 0724304827

Email: kivatich@gmail.com

**Ken Njoroge**

System Administrator/Programmer

**Safaricom ltd**

CELL PHONE NO: 0705210467