Simon Kabaiku

IT administrator,Junior Web Developer

AREAS OF EXPERTISE

Microsoft operating systems

Computer networks and TCP/IP

Network cabling

Preventative maintenance

SharePoint Administration

Patch Management

Supporting desktop systems

Microsoft SQL Server

Java Web App Developer

PROFESSIONAL

Microsoft office Specilaist 2017

Web Developer

Data Specilaist

Computer Maintenace

PERSONAL SKILLS

Troubleshooting

Leadership

Time management

PERSONAL DETAILS

*Simon Kabaiku
Kasarani,SportView*

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Nationality: Kenyan*

Website:Kabaiku.co.ke

PERSONAL SUMMARY

A successful IT Administrator with extensive analytical and software experience of investigating and diagnosing network problem and also knowledge of IT operating systems, especially Windows, Exchange and Citrix. Multi-talented with good all-round technical skills and the ability to develop and maintain close working relationships with other support and development teams. Having the personal drive required to deliver a service that exceeds the expectations of colleagues and end users through a positive, well organised and structured work ethic.

Looking for a career advancement opportunity with a company that will challenge my problem solving skills and allow me to develop my knowledge & potential.

WORK EXPERIENCE

Fandy Properties Agency
IT ADMINISTRATOR   April 2019 - January 2020

Work as part of a proactive team of support staff responsible for delivering a high quality, customer-focused professional service. Providing the very highest level of technical support and customer service to internal staff.

Duties:
- Updating and monitoring IT user accounts.
- Maintenance & management of the Critical Windows based Server Environment.
- Maintaining up to date Antivirus levels on all machines company wide.
- Working on Active Directory accounts, configuration of Blackberrys & laptops.
- Managing and monitoring of backups in multiple locations.
- Providing maintenance support and break-fix solutions.
- Follow Documented processes i.e. implementing change control procedures.
- Liaising & meeting with external suppliers of IT services.
- Producing reports for senior managers.
- Troubleshooting technical problems and implementing solutions.
- Purchasing of IT Equipment and software in line within agreed budgets.
- Supporting a multi-site IT infrastructure of at least 70 employees.
- Responsible for the fast and accurate troubleshooting of reported faults.
- Providing technical support via helpdesk systems for a wide range of internal & external applications.

KEY SKILLS AND COMPETENCIES

- Highly organised and disciplined with a passion for Information Technology.
- A positive, high energy team player.
- Knowledge of VBscript, Shell Script, HTML language & Software licence control.
- Having a passion for providing excellent customer service.
- Customer focused and keen on exceeding expectations.

ACADEMIC QUALIFICATIONS

Diploma   IT Managment
Institute Of Advanced Technology 2017 - 2019

Certificate   Business & IT
Institute Of Advanced Technology   sept 2017 - Dec 2017

REFERENCES – Available on request.