



SETH SIMIDI

I.T. SUPPORT | WEBSITE & GRAPHIC DESIGN

ABOUT ME

Personable, knowledgeable and highly competent IT professional with a proven track record in providing IT support, website design and graphic design. I have strong technical skills as well excellent interpersonal skills, enabling me to interact with a wide range of clients. With 5+ cumulative years of experience in providing IT support, graphic design and website design, am seeking to advance my career and provide professional expertise in the IT field.

WORK EXPERIENCE

IT SUPPORT & GRAPHIC DESIGNER

LITALA PROPERTIES LTD

MAR. 2022 - PRESENT

- > Designed posters and flyers and performed digital marketing to boost sales for the company
- > Designed, managed and maintained the company website
- > Managed the business profile and social media handles for the company
- > Provided technical IT assistance to problems dealing with network downtime in the office
- > Provided the management with data insights from the website boost sales using Google Analytics
- > Provided technical support to company staff computers and other

CATI INTERVIEWER

KANTAR

DEC. 2021 - JAN. 2022

- > Conducted Computer Assisted Telephonic Interviews on VoIP and ensured all data was collected based on project requirements, targets and timelines set.
- > Provided assistance to customers facing technical problems and elevating them to project managers for further assistance

DATA MANAGEMENT CLERK

TNS RMS EAST AFRICA (KANTAR)

DEC. 2018 - MAY 2021

- > General data entry and management
- > Well versed with data management packages e.g. N-Field CAPI, Survey-To-Go, MS Excel
- > Briefly provided assistance on Computer Assisted Personal Interviews (CAPI) projects
- > Ensured data was processed within specified timelines while maintaining data accuracy, confidentiality, integrity and security.



Phone

+254 (0) 701 346 795



Email

sethsimidi@gmail.com



Website

>>coming soon<<



Address

Nairobi, Waiyaki Way

HARD SKILLS

IT Support

Web Design

Data Mgmt.

Illustrator

Photoshop

SOFT SKILLS

Teamwork

Creativity

Critical Thinking

Problem Solving

Organization

Effective Communication

Willingness to Learn

Adaptability

Open Mindedness

REFERENCE

MR. PHILIP ESENTI

Team Lead, TNS RMS (KANTAR)
Phone: +254 (0) 725 077 160
Mail: phili.esenti@gmail.com

MRS. MARY NJOROGI

Supervisor, KRA - Legal Dept.
Phone: +254 (0) 712 011 408
Mail: mary.njorogi@kra.co.ke

MS. CAROL MBURUGU

Commissioner, KRA - Legal Dept.
Phone: +254 (0) 722 615 307
Mail: carol.mburugu@kra.co.ke

MR. BERNARD NDIRANGU

Director, Litala Properties Ltd.
Phone: +254 (0) 722 617 834
Mail: berniendirangu2008@gmail.com

IT SUPPORT ATTACHE'

KENYA REVENUE AUTHORITY

SEP. 2019 - DEC. 2019

- > Responding promptly to service issues & requests, and providing technical IT support across the block (in person or over the phone)
- > Troubleshooting, resolving, and advising end-users on the network and local hardware problems.
- > Managing general IT hardware & software, and performing daily routine checks and to ensure smooth and normal operations
- > Setting up staff and new users to the domain network, computers and other peripherals.
- > Setting up computers and IT hardware at workstations.

EDUCATION

JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

SEPT. 2016 - SEPT. 2021

BACHELOR OF SCIENCE - INFORMATION TECHNOLOGY
SECOND CLASS, LOWER DIVISION

MUSINGU BOYS' HIGH SCHOOL, KAKAMEGA

2012 - 2015

KENYA CERTIFICATE OF SECONDARY EDUCATION
A-

PROFESSIONAL BIO

PORTFOLIO

<https://seth-simidi-portfolio-beta.netlify.app/>

CERTIFICATIONS

<https://www.credly.com/users/sethsimidi>

LINKEDIN

www.linkedin.com/in/seth-simidi