**Abdinasir Sheikh**

Location: **Nairobi**

Telephone:**+254727785664**

Email: **nasolefty@gmail.com**

# Professional Profile

Motivated professional with an exemplary academic records and passion to progress within the ICT industry. Having graduated with Bachelor’s degree of computer science and attained second class honors (upper division) and worked in different organization for sometimes, I am equipped with all the necessary IT skills to deliver high quality technical support system, information system security and data maintenance across a wide range of areas, in order to contribute to the effective delivery of IT services.

I’m currently working as system and information security for one year in Information Communication Technology Authority(ICTA) which helped me in acquiring of practical skills and appropriate work ethics.

# Core Skills

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|      | Excellent IT Skills-  Microsoft Word, Excel,  Access and PowerPoint Proficiency in computer applications  Fluency in English and  Kiswahili |      | Content Management  Systems like WordPress  Excellent interpersonal skills  Programming skills like  JavaScript, Python, Html and CSS |        | Effective communication  skills  Teamwork skills  Good analytical skills  Microsoft NAV and CRM |

# Work Experience

**2023 February 2nd up to date -Presidential Digitalent Programme(PDTP)**

**Outline**

Working as system and information security in Information Communication Technology Authority(ICTA) under Presidential Digitalent Programme.

**Key Responsibilitie*s***

* Ensure only authorized individuals can access and modify system resources.
* Implementing network security to control incoming and outgoing traffic and prevent unauthorized access.
* Educating users and staff about the security risks and best practices to prevent security breaches.
* Keeping security software and configurations up to date to address emerging threats and vulnerabilities.
* Ensuring secure coding practices appropriate to programming languages and development environment are being used.

**2023 January 4th – 30th January:** Participated in Kenya National Examination Council(KNEC) Data Capturing exercise at Alliance High School.

**Kenya Institute of Curriculum Development(KICD)-Nairobi 01/2022-12/2022**

**Outline**

Worked in E-learning department for one year as E-Learning developer where I develop digital learning content and delivery of the content by working with Subject Matter Experts(SMEs) and other stakeholders to create compelling digital learning solutions.

**Key Responsibilitie*s***

* Creating digital assets for E-learning courses.
* Participate in E-learning content review process with Subject Matter Experts and graphic designers
* Designing and developing E-learning course template with other designers and E-learning developers
* Collaborate with other member of digital learning team to brainstorm ,problem-solve and review each other’s work.
* Partner with the creative team to create new assets for the course.

**National Social Security Fund (NSSF) – Nairobi 09/2021 – 12/2021**

## **Outline**

Worked as an intern where I carried out system maintenance tasks, such as performing monitoring tasks, running system diagnostics, and system optimization, to ensure they are running effectively and enabling easy and efficient use for the NSSF ICT staff and users. I also trained junior attaches and teammates on how to use the organizations ICT equipment’s and services.

## **Key Responsibilities**

* Providing administrative, ICT, project management, and information management support.
* Operating, supporting, and continual improvement of existing business applications, computer hardware and networks (LAN).
* Registration of Employers and Members
* Verification of duly completed registration documents by members and Employers and capturing the detailed information into SSPAS System.
* Providing user support on the use of computer hardware and software applications.
* Creating presentations and training curriculum for beginner attaches.
* Installing and configuring computer hardware operating systems and applications.
* Troubleshooting system and network problems, diagnosing and solving hardware or software faults.
* Maintaining ICT equipment inventory.
* Implementation of the biometric system.

**Kenya National Bureau of Statistics(KNBS)-Marsabit 08/2019-09/2019**

I was employed on contract basis by Kenya national bureau of Statistics as Enumerators to conduct census 2019 August.

## **Key Responsibilities**

* Conduct household interviews
* Manage and use household selection using survey
* Ensure completeness and accuracy of collected household data;
* Submit collected household data at the end of working date to the supervisor;
* Rectify any error that might have occurred during data collection;
* Report challenges encountered to supervisor regularly.

**Education & Qualification**

**Professional Courses**

* Project Management Course on Prince 2 Foundation and Practitioner(Sep 2023)
* Completed CYBEROPS Course in Netacad under Ajira digital program(August 2023)
* Completed DEVNET Associate Course in Netacad under Ajira digital program(August 2023)
* Completed CCNA 3 course in CISCO Networking Academy under Ajira Digital Program(July 2023)
* Completed CCNA 2 course in CISCO Networking Academy under Ajira Digital Program(June 2023)
* Completed CCNA 1 course in CISCO Networking Academy under Ajira Digital Program(May 2023)
* A course on Cyber Security Fundamentals on IBM Skills build.(2022)
* A course on Foundational digital skills, professional and problem solving skills and Entrepreurship

Using the IBM Skills build platform in 4Q (2021)

* A training course Microsoft NAV and CRM (2020)

.

**Academic Courses**

* Bachelor’s Degree in Computer Science, University of Embu (2021)
* High School Certificate, Mandera Secondary School (2016)
* Primary school Education ,Al Huda Primary School(2012)

# Referees

1. Emmanuel o. Emurugat

Email:emmanuel.emurugat@icta.go.ke

Tel No:+254701006451

Programme Manager at ICTA.

1. Waichoka John

Email:jgisiri@kicd.ac.ke

Tel No:+254718503447

ICT Programmer

E-learning Department,KICD

1. .Dr. David Mugo

Email: [david.mugo@embuni.ac.ke](mailto:david.mugo@embuni.ac.ke)

Tel No: +254719574060

COD-Mathematics Computing and information Technology Department.-Embu University.

1. Ibrahim M. Abdullahi

Email:abdullah.I@nssfkenya.co.ke

Tel No:+254721717529

Branch Manager,Eastleigh

National Social Security Fund(NSSF)