

CURRICULUM VITAE

BRIAN AREK

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PERSONAL INFORMATION

Date of Birth	:	06 AUG 2000
Nationality	:	Kenya
Status	:	Single
Religion	:	Christian
Height	:	5.6 Ft
Phone no	:	0748821539
Language	:	English & Kiswahili

CAREER OBJECTIVES

To learn and work in institution as well as organization where I can develop my skills and explore my talents with the drive and motivation to work towards attaining the aims and objectives and meet deadlines as stipulated.

WORK PROFILE

I am good at developing and maintaining positive, professional team work relationship. I am a dynamic hard worker who is able to deal with challenges of a busy and demanding environment. My work experience and strength has enhanced my production, organization and leadership skills. I am an independent worker who aims for excellence all times. I will work hard to make sure that I meet my targets.

LEADERSHIP BACKGROUND

2023-2025	:	Treasurer (University of Embu Redbulls FC Team)
2023-2024	:	Chairperson IT Ministry (University of Embu CU)
2010-2014	:	Class Prefect (Kaonje Primary School)

EDUCATION BACKGROUND

2019 Aug- April 2025	:	University of Embu
Course	:	Bachelors Science in Information Technology
2018Dec - 2019 FEB	:	PARISH COMPUTERS- KISUMU Computer Packages
2015 - 2018	:	Chebilat Boys High School
Award	:	Kenya Certificate of Secondary Education

2006 – 2014 : Kaonje Primary School
Award : Kenya Certificate Of Primary Education (327)

WORKING EXPERIENCE

2025 JAN-2025 MARCH : UNIVERSITY OF EMBU
OFFICE Position : Student Electoral Commissioner

RESPONSIBILITIES AND DUTIES

- Planning and Organizing Elections
- Creating and Enforcing Election Rules
- Supervising Nomination Process
- Managing Campaign Activities
- Overseeing the Voting Process
- Counting and Announcing Results
- Handling Disputes and Appeals
- Promoting Voter Awareness and Participation

2024 MAY- 2024 JULY : NAIROBI CITY WATER & SEWERAGE COMPANY
OFFICE Position : ICT Industrial Attachment

RESPONSIBILITIES AND DUTIES

- Computer hardware maintenance
- Installation of drivers and application software i.e. oracle, per pay, SPMS, CMS, NCWSCREP
- Installation of antivirus and updates.
- Installation of Operating System i.e. Windows 7, 8, 10, 11 and Windows XP.
- Helping employees where they have problems e.g. on the internet, intranet, mailbox.
- Setting up HTTP proxy addresses and port numbers on the server.
- Troubleshooting printers and connecting it through the IP address.
- Backing up and restoring of documents and data.
- Scanning of documents.
- Creating documents using Excel sheet.
- Connecting computers to printers.
- Installation of Basis 2.

2023 FEB -2023 MAY : UNIVERSITY OF EMBU REPROGRAPHICS OFFICE
Position : School Cyber Attendant

RESPONSIBILITIES AND DUTIES

- Monitoring play station usage.
- Scanning of documents for both university students and lecturer
- Monitor use of computers to ensure compliance with café policies and applicable laws and regulations.
- Configuring and troubleshooting network problems.
- Filing KRA returns of other workers.
- Troubleshoot hardware, terminals, software and connectivity issues.
- Track customers' time and charges at computer terminals.

2021 AUG -2022 JULY : BUSY SIMO ACADEMY

Position : Teacher (grade 6- Standard 8)

RESPONSIBILITIES AND DUTIES

- Teaching the allocated subjects like Mathematics, and all the sciences both in CBC and other 8-4-4 system pupils.
- Guiding and counselling pupils.
- Being a role model to pupils.

2020 FEB -2021 AUG : WILLPOSH OFFICE LTD - NAIROBI

Position : Network Administrator / Cyber Attendant

RESPONSIBILITIES AND DUTIES

- Configuring and troubleshooting network problems.
- Monitoring WIFI usage.
- Monitor use of computers to ensure compliance with café policies and applicable laws and regulations.
- Teaching computer packages to the learners.
- Filing KRA returns of other workers.
- Troubleshoot hardware, terminals, software and connectivity issues.
- Track customers' time and charges at computer terminals

2019 OCT -2019NOV : VICKEM SECURITY COMPANY

Position : Security Guard

RESPONSIBILITIES AND DUTIES

- Securing the premises at the allocated base.
- Opening and closing of gate.
- Inspecting the entering at the gate.
- Monitoring time in and time out of the visitors.

2019 FEB -2019AUG : WILLPOSH OFFICE LTD -NAIROBI

Position : Cyber Attendant

RESPONSIBILITIES AND DUTIES

- Monitor use of computers to ensure compliance with café policies and applicable laws and regulations.
- Teaching computer packages to the learners
- Troubleshoot hardware, terminals, software and connectivity issues.
- Track customers' time and charges at computer terminals

CAPABILITIES

- Good communication skills.
- Respecting my team workers and everyone around me.
- Able to adapt and learn quick.

HOBBIES & INTERESTS

- Programming and coding
- Reading research books
- Playing football
- Socializing

REFEREES

To be given upon request