

MBITU MUTONGA JAMES
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EDUCATION

The Catholic University of Eastern Africa	May 2019 - September 2024
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Bachelor of Science in Computer Science

Second Class Honours (Lower Division)

Graduation Project (Real Estate Management system a case of Kitale Real Estate and Property Management System)

St. Anthony's Boys High School

January 2015 - November 2018

Kenya Certificate of Secondary Education (KCSE)

Mean Grade B- (Minus) - 59/82 Points

ACADEMIC AND PROFESSIONAL EXPERIENCE

TGL Credit Limited	January 2025 - To date
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Position Title: Relationship Officer - Trade Finance / IT Consultant

Duties and responsibilities:

- Developing and maintaining long-term relationships with clients to foster trust and loyalty.
- Preparing and presenting regular reports on client interactions and sales targets.
- As an IT Consultant, I Provided technical support and consultancy services to the company on IT-related matters and also Implementing IT solutions that enhance business operations and efficiency.
- Assisting with software installation, configuration, and maintenance.

Top Guarantees Limited

June 2023 - December 2024

Position Title: Logistics Coordinator

Duties and responsibilities:

- Led strategic planning and streamlined supply chain operations.
- Utilized data analysis to forecast demand and optimize inventory management.
- Developed cost-effective transportation strategies to enhance efficiency.
- Managed warehouse operations, ensuring efficient picking and packing processes.
- Applied strong communication and problem-solving skills to ensure timely order fulfillment.
- Maintained quality control and successfully resolved logistics challenges.

National Housing Cooperation

May 2022 - July 2022

Position Title: Information Technology Intern

Duties and responsibilities:

- Configuration and Troubleshooting printers, computers and Network installation.
- Hardware Maintenance and preventive maintenance.
- Data Entry and File Tracking - Accurately inputted and managed large volumes of data.
- Maintained data integrity and confidentiality at all times

KEY COMPETENCIES AND ACHIEVEMENTS

- Software Development – design, develop, test and deploy a variety of websites.
- Proficient in MS Office Suite (Excel, Word) and data management software.
- IT Specialist - Strong troubleshooting skills with hardware and network products.
- Superb organizational, time-management and data-oriented skills.
- Customer Service.

- Excellent attention to detail and accuracy in data entry tasks.

COMMUNITY SERVICE

- From time to time, I serve at my local church as a volunteer and an altar boy.
- Active Member of the Catholic University YCS community and a choir member.

REFERENCES

Serah Jecinta Wangeci
Customer Relation Assistant
Prideinn Flamingo
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