

# **CURRICULUM VITAE**

## **BRIAN OTIENO AREK**

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### **PERSONAL INFORMATION**

Date of Birth : 06 AUG 2000  
Nationality : Kenya  
Status : Single  
Religion : Christian  
Height : 5.6 Ft  
Weight : 64kg  
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.

### **EDUCATION BACKGROUND**

2019 Aug-Current date : 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**

**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.
- 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**

- Reading
- Playing football
- Programming
- Socializing

### **REFEREES**

To be given upon request