JAMES OCHOLA

IT and Administration

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Profile

Organised and detail-oriented administrative professional with experience in office administration, records management, and customer service. Proficient in Microsoft Excel, SQL, and Laravel, with strong IT skills and a commitment to improving efficiency through accurate record-keeping and technology.

Professional Experience

03/2026 – 07/2026
Homabay, Kenya

System Administration, *Western Fresh Industries*
- Developed and maintained the company's web applications and website.
- Managed product sales and customer orders.
- Maintained accurate sales, inventory, and customer records.

11/2025 – 02/2026
Kikuyu, Kenya

Web Developer, *Ujuzi Craft*
- Focused on basic server-side logic, databases, and APIs.
- Handled both backend and frontend using Blade or JS frameworks.
- Trained and provided clients with demonstrations on how the systems work

03/2024 – 10/2025
Migori Kenya

SUN DATA VALIDATOR, *Shining Hope for Communities (SHOFCO)*
- Confirm attendance records and verify basic data entries.
- Assist peers with data entry and simple ICT support.
- Report inconsistencies to supervisors and ensure accurate records.

09/2021 – 08/2025
Limuru, Kenya

Peer Counselor (Organizing Secretary), *St. Paul's University*
- Provided confidential peer support, as well as organizing events
- Worked collaboratively with staff to create safe and inclusive spaces for students.

Education

09/2021 – 08/2025
Limuru, Kenya

Bachelor of Business Information Technology (BBIT), *St. Paul's University*

01/2017 – 04/2021
Migori, Kenya

Kenya Certificate of Secondary Education, *St. Joseph's High School, Rapogi*

Skills

Technical skills
- Programming: PHP, JavaScript, HTML, CSS
- Databases: MySQL
- Data Analysis: Python, SQL, Excel
- Networking & Systems: Kali Linux
- Version Control & Collaboration: Git, GitHub

Professional Skills
- Strategic planning & project coordination
- Research and problem-solving
- Peer counseling and student support
- Communication and teamwork
- Time management

Languages

- English
- Kiswahili

Projects

05/2025 – 08/2025 **Agri-Tech For Farmer Advisory,** *Final Year Project – St. Paul's University*

- Developed and designed a web-based agri-tech portal with the help of PHP and MySQL, and Leaflet to connect farmers with market insights and the extension officers.
- Applied interactive weather, soil analysis, crop planning, and market price dashboards, giving farmers the ability to make data-driven decisions.

01/2024 – 03/2025 **Sustainable Forest Mangement System,** *SFMS*

- Proposed a Sustainable Forest Management System that detected and prevented forest fires. The Giraffe Centre awarded the project. The project earned the Top #3 Awards

References

Available upon requests.