

David Kiboi Nyamu

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Professional Summary

- Recent graduate with two years of experience in business development and Information Technology (IT).
 - Skilled in networking, data analytics, and programming (HTML, CSS, JavaScript, SAP ERP, Python, MySQL, Oracle).
 - Experience in software support within a logistics company as part of on-the-job training.
 - Proficient in applications programming and data analytics.
 - Strong knowledge of MS Office applications (Word, Excel, PowerPoint, Access).
 - Remote work experience with international companies as a virtual assistant.
 - Expertise in digital marketing, SEO, web design, email marketing, and copywriting.
 - Fluent in English and Swahili.
 - Strong research, data analysis, and report writing skills.
 - Hardworking, detail-oriented, and committed to achieving career goals.
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Education

- **Cyber Security Analyst** – Cyber Shujaa (2023)
 - **Bachelor of Science in Business Computing (2nd Class Upper Division)** – Jomo Kenyatta University of Agriculture and Technology (2019)
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Certifications & Badges

- **Data Science, 2025** - Johns Hopkins University (Ongoing)

- **Certified in Cybersecurity (CC)**, 2023 – (ISC)²
 - **Computer Networking**, 2022 – Cisco Networking Academy
 - **IT Automation with Python**, 2021 – Google
 - **Digital Marketing Certification**, 2020 – HubSpot
 - **Full-Stack Developer**, 2018 - FreeCodeCamp
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Work Experience

Virtual Assistant

January 2022 – January 2025

- Managed email correspondence, scheduling, and document preparation, including SEO services, WordPress management, and social media strategy.
- Conducted market research, SEO optimization, and digital marketing analysis to enhance online presence.
- Assisted in WordPress management, content updates, and system troubleshooting.
- Provided ghostwriting, content creation, and administrative support for digital platforms.

Market Analyst and Salesperson – Kebwaro Holdings LTD

January 2020 – December 2021

- Ensured security of company and client information.
- Facilitated the registration of 100,000+ New Telkom users.
- Facilitated and registered 30,000+ New Airtel users.
- Conducted market research and SWOT analysis within Nairobi and Nakuru.
- Identified market gaps, collected customer feedback, and provided strategic insights.
- Analyzed competitor activities and recommended best practices.

IT Attaché – Kenya Medical Supplies Authority (KEMSA)

August 2018 – December 2018

- Provided IT support, troubleshooting network, hardware, and software issues.
- Installed and maintained IT systems and performed routine network inspections.
- Assisted with data backup, recovery, and system security enhancements.
- Conducted research and proposed solutions for common computer bugs.

Referees Available upon request