

CHRISTINE MOIGE

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PROFESSIONAL SUMMARY

Detail-oriented IT and Records Support professional with over 7 years of experience in ICT infrastructure, digital record-keeping, and document management. Proven ability to manage electronic records, track file movements, support archiving activities, and train users on records management best practices. Combines technical knowledge of Electronic Document Management Systems (EDMS) and databases with strong organizational and administrative skills.

CORE COMPETENCIES (Records & Admin Focus)

- Digital Records Management & Electronic Filing
 - File Tracking & Movement Logging
 - Indexing, Retrieval & Archiving
 - Document Management Systems (EDMS ready)
 - Database Design & Record Updates
 - User Training & Orientation on Record Practices
 - Active Directory, DHCP, DNS (for digital rights & access control)
 - SharePoint, Office 365 (cloud record keeping)
 - Biometric Devices & Registry Security
 - Vendor Negotiation & IT Expenditure Reduction
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EMPLOYMENT HISTORY

ICT SUPPORT OFFICER

Ports Sacco Society Ltd | Feb 2025 – Feb 2026

- Managed electronic record repositories and ensured proper indexing and retrieval of digital files for headquarters and satellite offices.
- Tracked file movements by maintaining logs of borrowed records and monitoring their return.
- Supported the opening of new digital files and updated active file records within the registry.
- Assisted in organizing archived materials for proper storage and accessibility.
- Administered user access rights to records using Active Directory, ensuring compliance with basic record management policies.

IT TRAINER

Ahmed Shahame Mwindani TTI | Oct 2024 – Feb 2025

- Participated in basic staff and trainee orientation on simple records management practices, including proper filing, indexing, and retrieval.
- Developed structured documentation and lesson plans, demonstrating administrative competence in handling records and training materials.

IT SALES EXECUTIVE

Alexander Labs Ltd | Aug 2023 – Sep 2024

- Maintained customer and order records using POS systems, ensuring accurate logging and retrieval of transaction data.
- Supported basic inventory record-keeping and documentation.

IT TECHNICIAN

EKA Investments Ltd | April 2021 – June 2023

- Managed digital records of hardware/software licenses and maintenance logs.
- Created and managed company website, ensuring proper backup and archiving of digital content.
- Educated users on security best practices for electronic records and document storage.

IT INTERN

Kenya Revenue Authority | July 2018 – Jan 2019

- Managed first-level support and service desk records via MAXIMO, performing accurate logging and tracking of support tickets.
- Performed data backup and recovery, supporting digital records integrity and archiving.

IT VOLUNTEER

KPLC | Sep 2017 – Nov 2017

- Assisted in maintaining configuration records for Exchange, Active Directory, and SCADA systems.
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EDUCATION

BSc (Information Technology)

Technical University of Mombasa | 2013 – 2017

Kenya Certificate of Secondary Education

Amabuko Secondary School | 2009 – 2012

PROFESSIONAL INTERESTS (Records & Admin Relevant)

- Digital Records Management Systems (EDMS)
 - Electronic Document Control & Archiving
 - Database Design & Inventory Applications
 - Cybersecurity for Records
 - Web Design & Content Management
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REFEREES

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