

# MACHA VELLY KOON

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## OBJECTIVE

To become an expertise in the field of Information Technology through sharing knowledge and experience in this industry.

## EMPLOYMENT HISTORY

### 1. Computer System Analyst - (ICT Manager) July' 2010 to date

#### **Selian Lutheran Hospital - CDH**

- Duties and Job description
  - Manage information technology and computer systems.
  - Plan, organize, control and evaluate IT and electronic data operations.
  - Design, develop, implement and coordinate systems, policies and procedures.
  - Ensure security of data, network access and backup systems
  - Act in alignment with user needs and system functionality to contribute to organizational policy.
  - Identify problematic areas and implement strategic solutions in time
  - Audit systems and assess their outcomes.
  - Preserve assets, information security and control structures.
  - Maintenance of the Hospital LAN.
  - Creating technical specifications and test plans.
  - Provide supportive supervision and HMIS/MedEX training.

### 2. Administrative officer and IT 2020 to 2022

#### Morechildsurgeries and Zilper Fondation for Kids with Disability

- ✓ Organising weekly zoom meetings
- ✓ Maintaining morechildsurgeries google sheet for operated kids and those waiting to be operated.
- ✓ Uploading pictures, consented videos and names of kids into google sheet
- ✓ Maintaining Zilper Fondation for Kids with Disability website
- ✓ Taking consent videos for verification before and after surgeries

### 3. IT Specialist Sept'2008 – November'2008

#### **Habari Node Limited**

- **Work experience at HNL:**
  - Troubleshooting, maintenance and repair of the network.
  - Installation of LAN, WAN, Wireless network and VoIP

- Designing and implementation of LAN.
- Installation of operating systems and other software.
- Configuration of switches, routers, radios and modems for the new sites.
- Customer support.
- PC maintenance and repair.
- Installation of Ubuntu software and Linux.

<b>EDUCATION</b>	<b>YEAR</b>
<b>BUSSINES ADMINISTRATION CERTIFICATE</b> Arusha Institute of Technology (AIT)	<b>2022</b>
<b>POSTGRADUATE DIPLOMA IN COMPUTING (PGDC)</b> Institute of Accountancy Arusha (IAA)	<b>2013-- 2014</b>
<b>ADVANCED DIPLOMA IN COMPUTER SCIENCE:</b> • Institute of Accountancy Arusha (IAA)	<b>2006 -- 2009</b>
<b>ADVANCED CERTIFICATE OF SECONDARY EDUCATION (PCM)</b> • Former Magamba High School- Lushoto ( <i>Currently SEKUCo</i> )	<b>2003 --2005</b>
<b>CERTIFICATE OF SECONDARY EDUCATION</b> • Oldadai Secondary School - Arusha	<b>1992 - 1999</b>

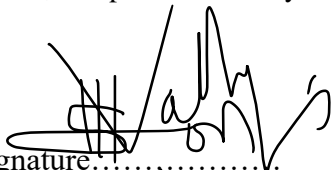
**REFEREES**

- |   |  |
|---|--|
| <p>1. DR. Kenneth Parsalaw<br/>Medical Doctor at Selian Hospital<br/>BOX 3164, Arusha<br/>+255 754305427<br/><a href="mailto:Kenparsa@gmail.com">Kenparsa@gmail.com</a></p>                               | <p>2. Jonathan Valley Mollel<br/>Senior Teacher and Accountant<br/>Marangu Secondary School<br/>Kilimanjaro, +255 762069053<br/><a href="mailto:jvelly@yahoo.com">jvelly@yahoo.com</a></p> |
| <p>4. Irene Valley - <a href="mailto:ivellyus@yahoo.com">ivellyus@yahoo.com</a><br/>Beauty &amp; Nail Artist<br/>Peppermint Angel Fish<br/>Roche Caiman, Mahe<br/>Seychelles. Mob. # +255 759 905 427</p> |  |

**CERTIFICATION**

I, the undersigned hereby certify that to the best of my knowledge and belief, this profile correctly describe qualifications, my experience and myself.

Date.....**20.10.2023**.....

Signature..........