

APPLICATION LETTER

Milton Ondwasi

P.O. BOX 77283-00611

Nairobi, Kenya

+254707579313

ondwasimilton@gmail.com

Dear Sir/Madam,

Re: Application for an IT Position

I am writing to express my interest in IT-related opportunity within your esteemed organization. I recently graduated from Masinde Muliro University of Science and Technology with a Diploma in Information Technology on 11th December 2024. Over the course of my academic and professional journey, I have honed my skills in web development, networking, IT support, and various IT tasks, making me a versatile and reliable professional in the field.

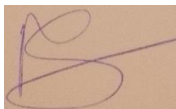
During my career, I have successfully developed and managed several websites, including milton.co.ke, milton.africa, iyefsocial.com, and emichem.co.tz. These projects have enabled me to master diverse technologies, improve user experience, and maintain secure and efficient systems. My experience also extends to networking and IT support, with a strong foundation in configuring LANs, maintaining CCTV systems, and resolving technical issues efficiently.

I am passionate about leveraging technology to solve problems, improve processes, and drive innovation. My ability to work collaboratively, coupled with my commitment to delivering high-quality solutions, makes me a strong candidate for any IT position. I am eager to bring my skills, creativity, and dedication to your team and contribute to the success of your organization.

Attached are my CV and supporting documents for your review. I would welcome the opportunity to discuss how my skills and experiences align with your company's needs. Please feel free to contact me at +254707579313 or via email at ondwasimilton@gmail.com at your earliest convenience.

Thank you for considering my application. I look forward to the possibility of contributing to your team and supporting your organizational goals.

Yours sincerely,



Milton Ondwasi

CURRICULUM VITAE

PERSONAL INFORMATION

Name: Ondwasi Milton Okumu

Mobile: +254707579313

Email: ondwasimilton@gmail.com

Website: www.milton.co.ke \$ www.milton.africa

Date of Birth: 24th May 1999

Nationality: Kenyan

Marital Status: Single

Religion: Christian

Professional Summary

Information Technology Specialist with over three years of experience in WordPress web development, networking/cctv installation and management, and IT support. Proven expertise in developing and managing websites, creating engaging content, and providing technical support. Adept at leveraging social media platforms to enhance visibility and user engagement.

EDUCATIONAL QUALIFICATIONS

Diploma in Information Technology

Masinde Muliro University of Science and Technology (MMUST)

2021 – January 2024

Kenya Certificate of Secondary Education (KCSE)

St. Paul's Sigomre Secondary School

2018 – 2019

Grade: C Plain

St. James Namamba Boys High School

2016 – 2018

Kenya Certificate of Primary Education (KCPE)

St. Raphael Namalenge Primary School

2006 – 2015

Marks: 317/500

PROFESSIONAL EXPERIENCE ICT Intern

Kenya Medical Training College (KMTC), Kakamega Campus May 2023 – September 2023

Assisted in maintaining and troubleshooting the campus IT infrastructure.

Provided support for students and staff in using ICT resources.

Founder and Developer

www.milton.co.ke , www.milton.africa & IYEF Social Media App

October 2021 – Present

Developed and manage a news website, publishing content in various niches including politics, technology, and entertainment.

Currently developing a social media app aimed at enhancing user interaction and engagement.

Content Writer

Opera News Hub

February 2021 – 2023

Wrote and published numerous articles covering political, technological, and entertainment news.

Recognized for high-quality content that contributed significantly to audience engagement.

Website Designer (Contract)

Emichem Enterprises Company, Mwanza, Tanzania

7-day Contract

Designed the company's website (www.emichem.co.tz).

Marketing Specialist

Mugwenu Doctors

February 2023 – July 2023

Marketed services offered by Mugwenu Doctors, contributing to increased client engagement.

www.mugwenuDoctors.com

Marketing Specialist

Sokafan.com

February 2023 – July 2023

Promoted Sokafan’s betting services, helping to expand their customer base.

www.sokafan.com

SKILLS

Web Development: Proficient in using WordPress for website design and management. Content

Creation: Experienced in writing and editing web content with a focus on accuracy and engagement.

Social Media Management: Adept at leveraging social media platforms to enhance visibility and user engagement.

ICT Skills: Strong foundation in web design, networking, system administration, database management, Android app development, graphic design, and auditing web content. Analytical

Skills: Ability to analyze news trends and updates across social media platforms.

INTERESTS

Reading online stories and watching documentaries

Coding and software development

Graphic and video design

Football

REFERENCES

Mr. Stanley Mwangi

ICT Manager, KMTC Kakamega

P.O. Box 535-50100, Kakamega

Phone: 0703209326

Madam Emily

IT Lecturer, Masinde Muliro University of Science and Technology

P.O. Box 190-50100, Kakamega

Phone: 0721607548

Steve Gitonga

Class Coordinator, Masinde Muliro University of Science and Technology

P.O. Box 190-50100, Kakamega

Phone: 0724824189

Tel: +254 702597360/1
+254 733120020/2
E-mail: deansci@mmust.ac.ke
Website: www.mmust.ac.ke



P.O. BOX 190
Kakamega – 50100
Kenya

Masinde Muliro University of Science & Technology (MMUST)
Office of the Dean, School of Computing and Informatics

Our Ref: MMU/COR: 573001

Date: 11th December, 2024

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

RE: ONDWASI MILTON - REG. NO. ITE/D/01-56139/2020

The above named was a student at Masinde Muliro University of Science and Technology, in the School of Computing and Informatics in the Department of Information Technology. The student was taking **Diploma in Information Technology**. The student finalized his studies and graduated on **Wednesday, 11th December, 2024** with **Credit I**.

Any assistance accorded to the student will be highly appreciated. In case of any query, kindly contact the undersigned.

Yours faithfully,

Dean
SCHOOL OF COMPUTING & INFORMATICS
MASINDE MULIRO UNIVERSITY OF SCIENCE
& TECHNOLOGY

Date.....Sign.....

Dr. Daniel Otanga, (Ph.D).
Dean, School of Computing and Informatics
DO/am

The Kenya National Examinations Council



KENYA CERTIFICATE OF SECONDARY EDUCATION

This is to certify that the candidate named below sat for the Kenya Certificate of Secondary Education examination in the subjects shown and attained the grades indicated.



42738104/083



NAME: ONDWASI MILTON OKUMU
SIGOMRE SECONDARY SCHOOL

***M1* US:** 42738104/083

SUBJECT	GRADE
101 ENGLISH	C (PLAIN)
102 KISWAHILI	B (PLAIN)
121 MATHEMATICS	D (PLAIN)
231 BIOLOGY	D (PLAIN)
232 PHYSICS	D (PLAIN)
233 CHEMISTRY	D (PLAIN)
312 GEOGRAPHY	B- (MINUS)
451 COMPUTER STUDIES	B (PLAIN)



SUBJECTS NAMED EIGHT MEAN GRADE C (PLAIN)
EXAMINATIONS OF YEAR 2019
PRINTED: 200601:133652

Milton Okumu

Chief Executive Officer
Kenya National Examinations Council



Mrs. Sati

Chairman
Kenya National Examinations Council

This is a secure document printed using special paper and inks. Please hold it up to the UV light to verify that the word BARAZA LA MITIHANI and the "AUTHENTIC" embedded thread can be seen through the paper. Not valid without a hologram.



(See overleaf for conditions of issue) **KCSE / 19 4450943**

KCSE: NOTES

1.0 CONDITIONS FOR THE AWARD OF CERTIFICATE

- 1.1 The certificate awarded to a candidate for this examination shows:
- 1.1.1 the name of the candidate,
 - 1.1.2 the candidate's index number,
 - 1.1.3 the name of the examination centre,
 - 1.1.4 all the subjects taken by the candidate in the examination,
 - 1.1.5 attainment in each of the subjects taken (Grades A to E),
 - 1.1.6 the mean grade attained by the candidate; and
 - 1.1.7 the year of the examination.
- 1.2 Attainment in a subject is indicated by grades of which grade A is the highest and grade E the lowest.

GRADE		CATEGORY
12	A	Very Good
11	A-	
10	B+	Good
9	B	
8	B-	
7	C+	Average
6	C	
5	C-	
4	D+	
3	D	Weak
2	D-	
1	E	Poor

- 1.3 The word **SUPPLEMENTARY** on the front of the certificate indicates that the candidate sat for the examination on a second or subsequent attempt.

2.0 CONDITIONS OF ISSUE

This certificate is and remains the property of KNEC at all times and is issued on the following conditions:

- 2.1 Any alteration to this certificate renders it invalid;
- 2.2 This certificate must be surrendered to KNEC on request;
- 2.3 Declining a grade shown on this certificate renders it invalid and the certificate should be returned to KNEC for cancellation.
- 2.4 Using an altered certificate constitutes a criminal offence.

3.0 CONFIRMATION OF RESULTS

If confirmation or clarification of any detail recorded on this certificate is required, please write to the Chief Executive Officer, KNEC, Box 73598-00200, Nairobi, Kenya.



The Kenya National Examinations Council



KENYA CERTIFICATE OF PRIMARY EDUCATION

KCPE

This is to certify that the candidate named below sat for the Kenya Certificate of Primary Education examination in the subjects shown and attained the grades indicated.

NAME: ONDWASI MILTON OKUMU
NAMALENGE

37627137/015
37627137

SUBJECT

ENGLISH LANGUAGE
KISWAHILI
MATHEMATICS
SCIENCE
SOCIAL STUDIES AND RELIGIOUS EDUCATION

GRADE

C+ (PLUS)
B+ (PLUS)
B (PLAIN)
B (PLAIN)
C+ (PLUS)

EXAMINATION OF 2015
PRINTED : 161019:11330905



Chief Executive Officer
Kenya National Examinations Council

Chairman
Kenya National Examinations Council

This certificate was issued without any alteration whatsoever. See overleaf for grades and mark intervals.

KCPE/ 15

3363724



KCPE: NOTES

1.0 CONDITIONS FOR THE AWARD OF CERTIFICATE

- 1.1 The certificate awarded to a candidate for this examination shows:
- 1.1.1 the name of the candidate;
 - 1.1.2 the candidate's index number;
 - 1.1.3 the name of the examination centre;
 - 1.1.4 all the subjects taken by the candidate in the examination;
 - 1.1.5 attainment in each of the subjects taken (Grades A to E); and
 - 1.1.6 the year of the examination.
- 1.2 Attainment in a subject is indicated by grades of which Grade A is the highest and Grade E the lowest. The results of the KCPE examinations are reported on a 12 point grading scale and each grade is assigned a range of marks as shown below:

GRADE		MARK INTERVAL
1	A	OVER 79
2	A -	75 - 79
3	B +	70 - 74
4	B	65 - 69
5	B -	60 - 64
6	C +	55 - 59
7	C	45 - 54
8	C -	40 - 44
9	D +	35 - 39
10	D	30 - 34
11	D -	25 - 29
12	E	BELOW 25

2.0 CONDITIONS OF ISSUE

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3.0 CONFIRMATION OF RESULTS

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DISTRICT
MATUNGU
 DIVISION
MATUNGU
 LOCATION
MATUNGU
 SUB-LOCATION
NAMULUNGU



PRINCIPAL REGISTRAR'S SIGN

T0372955851

IDKYA7044298091<<37B1<<<<<3713
 9905245M2301262<B037442511N<<5
 MILTON<ONDWASI<<<<<<<<<<<<<<<<

JAMHURI YA KENYA



REPUBLIC OF KENYA

SERIAL NUMBER : 704429809

ID NUMBER : 37442511

FULL NAMES
MILTON ONDWASI



DATE OF BIRTH
24. 05. 1999

SEX
MALE

DISTRICT OF BIRTH
MUMIAS

PLACE OF ISSUE
HDM KAKAMEGA

DATE OF ISSUE
26. 01. 2023

HOLDER'S SIGN.



NATIONAL POLICE SERVICE

**DIRECTORATE OF CRIMINAL INVESTIGATIONS**

DIRECTORATE OF CRIMINAL INVESTIGATIONS HEADQUARTERS
P.O.Box 30036-00100 GPO
NAIROBI, KENYA

Ref. No. **PCC-B5T3APE9**Date. **12 April 2023****POLICE CLEARANCE CERTIFICATE**

I hereby certify that the fingerprints recorded from

MILTON ONDWASI

holder of ID No. **37442511** have been searched in Criminal Records Office's database with/without previous record. The validity of the information on this certificate is as of the date of issue.

REMARKS IN CASE OF PREVIOUS RECORD

OFFENCE(S): **NIL**

RESULTS OF TRIAL: **NIL**

DATE: **NIL**

This Certificate has been issued without any alteration or any erasure

(W.N KIRAI)

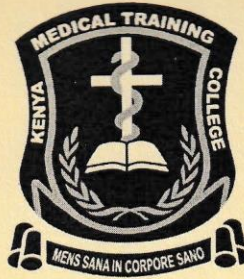
For: Director, Directorate of Criminal Investigations
(P.T.O)

NOTE: This is a computer generated certificate, to verify the authenticity of this document, use the link <http://dci.ecitizen.go.ke/verify>, send DCI to 21546 Then Dial *512# and select "Police Clearance"

REMARKS

- 2. OFFENCE(S): **NIL**
.....
RESULTS OF TRIAL: **NIL**
.....
DATE: **NIL**
.....
- 3. OFFENCE(S): **NIL**
.....
RESULTS OF TRIAL: **NIL**
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DATE: **NIL**
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- 4. OFFENCE(S): **NIL**
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RESULTS OF TRIAL: **NIL**
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DATE: **NIL**
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- 5. OFFENCE(S): **NIL**
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RESULTS OF TRIAL: **NIL**
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DATE: **NIL**
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OFFENCE(S): **NIL**
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RESULTS OF TRIAL: **NIL**
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DATE: **NIL**
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- 7. OFFENCE(S): **NIL**
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RESULTS OF TRIAL: **NIL**
.....
DATE: **NIL**
.....

Please address all correspondence to;
KMTc KAKAMEGA CAMPUS
P.O Box 535 – 50100, Kakamega.



Tel: 056-20332
Email: kakamega@kmtc.ac.ke
Website: www.kmtc.ac.ke

KMTc KAKAMEGA CAMPUS

When replying please quote;

Ref No.:KMTc/KAK/QP/43/ATT

Date: Friday, 1 September 2023

TO WHOM IT MAY CONCERN

RE: INDUSTRIAL ATTACHMENT

I wish to confirm that **Ondwasi Milton Okumu**, undertook his attachment experience at KMTc Kakamega Campus in the department of Information Communication Technology (ICT) from 11th May to 1st September 2023.

During his attachment, **Milton** was exposed to the various activities of the department Including:

1. Installation of Local Area Network (LAN).
2. CCTV installation and configuration.
3. Installation and upgrading of operating system and software.
4. Configuration of different types of wi-fi access points.
5. Desktops, printers and laptops repair.
6. Answering computer/ IT questions from users and also assisting them in the use of ICT facilities.
7. Booting up the computer system and all computer equipment that are in different departments on daily basis.
8. General computers maintenance and other duties of related nature.

Milton was able to present creative ideas and communicates their benefits; He is a team player and always willing to learn. He is reliable, hardworking, honest, time conscious and works under minimal or no supervision.

I would not hesitate to recommend him for any future assistance and engagements.

Stanley Mwangi

HOD ICT

