



# JAPHETH EDWARD AGUTU

## CONTACT DETAILS

---

Mobile: +254 703 422 516

Mail: edwardjaph@gmail.com

Nationality: Kenyan

Date of Birth: 7<sup>th</sup> Jan 2000

## CAREER OBJECTIVES

---

To serve as a productive and reliable colleague, contributing to the organization's success through effective, efficient, and timely, goal-oriented performance & delivery of objectives.

## SKILLS

---

- Graphic Design & Digital Marketing
- Creativity, Flexibility, Effective Communication and Team Work
- Utmost Responsibility & Attention to Detail
- Web Design & Development

**My Portfolio link:** [webcreatives.org](http://webcreatives.org)

## LANGUAGES

---

- English
- Swahili

## ABOUT ME

---

I am a dedicated and driven IT and digital communications professional who is passionate about using technology to solve problems, improve efficiency, and create meaningful digital experiences. I take ownership of my responsibilities, approach every challenge with integrity and a solutions-oriented mindset, and consistently strive to deliver high-quality work that creates lasting value. I enjoy collaborating with others, continuously learning, and turning ideas into practical solutions that strengthen organizations, support their goals, and make a meaningful impact.

## EDUCATION

---

### **2019 – 2022: AMITY GLOBAL INSTITUTE – NAIROBI**

- DIPLOMA IN BANKING AND FINANCE
- GRAPHIC DESIGN, DIGITAL MARKETING & IT

### **2015 – 2018: OLUSO SECONDARY SCHOOL**

- KENYA CERTIFICATE OF SECONDARY EDUCATION (K.C.S.E)

### **2007 – 2014: PEACE KIDS HUMANIST ACADEMY**

- KENYA CERTIFICATE OF PRIMARY EDUCATION (K.C.P.E)

## WORK HISTORY

---

### **TRAVEL WILD EAST AFRICA**

IT & Digital Marketing Officer (June 2024 – March 2026)

- Developed and managed the organization's websites, ensuring optimal performance, security, functionality, SEO, and user experience through regular maintenance, updates, and technical optimization.
- Managed and supported the organization's operational, travel, and booking systems, ensuring they functioned effectively and that company computers, laptops, shared systems, and servers remained properly connected to support business continuity and enable staff to work efficiently without disruption.



## PERSONAL ATTRIBUTES

---

- Disciplined, hardworking, and results-oriented
- Strong time management and punctuality
- Honest, adaptable, and dependable
- Fast learner and eager to explore new concepts

## HOBBIES

---

- Reading
- Travelling
- Web Development & Graphic Design

- Designed and implemented structured digital workflows by organizing company information on cloud storage, while supporting the adoption of Microsoft Teams and Planner to improve collaboration, communication, and operational efficiency.
  - Led digital communications by managing website content, newsletters, blogs, and marketing campaigns, while creating professional branding materials, presentations, and multimedia content that strengthened the company's online presence.
  - Coordinated website enhancement projects by working with management to translate business requirements into practical digital solutions, improve workflows, integrate CRM and marketing tools, and provide technical support that enhanced operational efficiency.
- 

## NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY (NEMA)

Transport Section - Internship (March 2022 - April 2023)

- Verified fleet fuel consumption, supplier invoices, and transport records to ensure financial accuracy, accountability, and compliance while supporting the preparation of reliable operational reports.
  - Maintained organized transport documentation and conducted data verification and quality checks, strengthening record management and the accuracy of operational information.
- 

## CLOUD FACTORY KENYA

Financial Documents & Iterative Scopes Project (October 2020 - January 2022)

- Reviewed, validated, and quality-checked financial and operational datasets used to train AI models, ensuring accuracy, consistency, and compliance with project standards while meeting strict productivity targets.
  - Collaborated with distributed teams to deliver high-quality datasets and maintain exceptional quality assurance throughout project execution.
- 

## KCEO - NAIROBI

Content Marketing, Design & Community Outreach Assistant (April 2019 - March 2020)

- Developed branding, design, and visual communication materials that strengthened the organization's public engagement, community outreach, and programme awareness.
- Trained youth from informal settlements in Kibera, Mathare, and Korogocho in computer skills and graphic design, equipping them with practical digital skills to enhance their education, employability, and economic opportunities.



## REFERENCES

---

**DR. GEETIKA SAXENA**

HEAD OF CAMPUS, AMITY GLOBAL INSTITUTE – NAIROBI

TEL: 0733709529 / 0700893322

**MR CASTRO OTIENO**

TRANSPORT OFFICER – NEMA

TEL: 0722481610

**MR KENNEDY OCHUKA**

DIRECTOR CORPORATE SERVICES – NEMA

TEL: 0722327464