

Brighton Edward Aminiel

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TANZANIA.

OBJECTIVE Young, Passionate and Hardworking Person ready to Learn and bring positive change in the ICT field.

❖ **WORK EXPERIENCE.**

ICT Help Desk Assistant

Institute Of Accountancy Arusha (2023-2024)

- Provide First Level technical support to students and staff through ICT Help Desk.
- Assisted With Student with account Password and Users Managements in ISMS
- Generated and issued with Student identifications (ID) cards.
- Assisted in issuance of Students Payments Control numbers and Examinations Numbers for Students.
- Responded to ICT- related inquiries and resolved user issues in a timely manner.
- Maintained accurate records of student request and supports services provided.
- Support ICT Department in ensuring smooth delivery of digital services to students.

Student registration Assistant

Institute Of Accountancy Arusha (August-September 2024)

- Assisted in The registration and enrollment process of newly admitted students.
- Verified students documents and personal information during Registration
- Provided guidance and support to students regarding admission and online registration procedures.
- Maintained accurate student Records and Data Entry in the registration system.
- Collaborated with the admission team to ensure a smooth registration process.

ICT Support Assistant

Babati Town Council (September 2025)

- Provided ICT technical supports to Schools and Health Facilities within The Council.
- Assisted in the maintenance and troubleshooting of computer hardware, software, printers, and network Devices.
- Supported the management and monitoring of ICT infrastructure and equipment in health Centers
- Installed, Configured, and updated computer systems and related applications.

- Assisted users in resolving technical issues to ensure uninterrupted services delivery.
- Provide technical support and user assistance for various government information systems.
- Assist Users with System registration, account setups, and access management.
- Provide trainings and Guidance to users on the effective use of ICT systems and services.
- Ensure the availability, reliability, and proper functioning of ICT services across the Council.

❖ **PROFESSIONAL SKILLS**

- ICT infrastructure managements
- Technical Supports And Services
- Computer Hardware and Software maintenance
- Network installations, Configurations, and Troubleshooting's
- Systems administrations and User Account Managements
- Governments Systems Managements
- Data Entry and record managements
- Microsoft Office Suite (Word, Excel. Power Point, Publisher)
- Printer, Scanners and Peripherals Devices Support
- Customer services and user support
- Time management and organization skills
- Teamwork and Collaborations
- Communication and interpersonal skills

❖ **EDUCATION**

- **Arusha Technical Collage** **2025**
Basic Driving Course Certificate
- **Institute Of Accountancy Arusha** **2022-2024**
Basic Technician Certificate in Computing and Information Technology
- **Bagara Secondary School** **2018-2021**
Certificate of Secondary Education Examination (CSEE)
- **Babati Primary School** **2010-2017**
Certificate of Primary Education

❖ **ADDITIONS SKILLS**

- Graphics and Designing (Photoshop, Illustrator, Canvas)
- Database Managements (MySQL, SQL Server)
- Websites Managements
- Programming (HTML, PHP, CSS, and JavaScript's).

❖ **REFEREES**

1. **ABDUL H. MBWAMBO**
Supervisor at IAA Help Desk Center
Phone: +255 616 391 303
2. **GASTO S. SILAYO**
THRO Babati Town Council
Phone: +255 718 727 011
3. **SINZI M. WANGWE**
ICTO Babati Town Council
Phone: +255 683 780 632