NICHOLAS KIPROP MUTAI

Freelance Full-Stack Developer | Records & Information Management

P.O. Box 18-30101, Ainabkoi, Kenya | +254 743 956993 | nicholaskipropmutai@gmail.com

Portfolio: https://portfolio.nexreindigital.co.ke

PROFESSIONAL SUMMARY

Detail-oriented Records Management and Information Science graduate who is also a practicing freelance full-stack Laravel developer, combining strong data governance training with hands-on database, ERP and reporting experience. Has independently designed, built and delivered live client websites and business systems — including a school management system and a point-of-sale system — giving direct experience with data entry, stock movements, reconciliation and Microsoft Excel reporting. Exposure to Microsoft Dynamics ERP and EDRMS, with a proven ability to learn new production/farm and ERP systems quickly. Known for accuracy, discipline, and confidentiality when handling sensitive organizational data.

ERP & DATA MANAGEMENT SKILLS

- Microsoft Dynamics ERP; working knowledge of relational, ERP-style data structures (readily transferable to Odoo, DelPro, SAP, Sage, QuickBooks)
- Microsoft Excel: Pivot Tables, VLOOKUP/XLOOKUP, IF and nested formulas, data validation, conditional formatting, reconciliation and management reporting
- Data entry, verification and quality control; identifying missing entries, variances and inconsistencies
- Records auditing, document control and compliance reporting
- Database design, management and SQL (MySQL)
- Report preparation: daily, weekly and monthly operational and management reports
- Stock/inventory workflow logic (purchases, sales, stock movements, reconciliation) from building inventory and POS systems

TECHNICAL SKILLS

- Laravel (10–12), PHP, MySQL, JavaScript, HTML5 & CSS3, Tailwind CSS, Livewire, REST APIs, Git & GitHub
- Electronic Document & Records Management Systems (EDRMS), SharePoint
- Microsoft Office Suite (Excel, Word, Outlook)
- Cybersecurity fundamentals & access control for sensitive data

PROFESSIONAL EXPERIENCE

Freelance Web Developer (Self-Employed) **2022 – Present**

- Design, build and maintain business websites and web-based systems for clients using Laravel, PHP, MySQL, JavaScript, HTML5 and CSS3
- Delivered client sites including greyant.co.ke, kaziakanash.com and ronnegroup.com — from requirements gathering through deployment and ongoing support
- Built Masomo Sasa, a school management system handling student records, fees and reporting
- Built Montreal POS, a point-of-sale system managing sales, stock movements and reporting
- Manage databases, data integrity and user access controls for client systems; troubleshoot and resolve technical issues directly with clients

Registry Assistant (Institutional Records Registry) **April 2024 – August 2024**

- Designed and implemented efficient registry systems for physical and electronic records, reducing retrieval time by 30%
- Verified and reconciled electronic records against source documents to ensure data accuracy and completeness
- Conducted compliance audits to align records management with data protection laws and institutional standards
- Prepared periodic operational and compliance reports using Microsoft Excel
- Managed secure archiving and disposal of records, maintaining 100% compliance with retention policies
- Streamlined document classification and indexing processes, enhancing accessibility for 500+ records daily
- Collaborated with IT teams to integrate EDRMS, assisting with system implementation, user support and workflow automation
- Performed data validation, flagged inconsistencies and followed up with departments to resolve missing or unusual entries

Cyber Café Attendant (Cyber & IT Services) **January 2022 – Present**

- Provided IT support for records-related software, resolving 95% of technical issues on first contact
- Maintained secure client data systems, implementing access controls to protect sensitive information
- Optimized daily operations through effective task prioritization, supporting high-volume document processing
- Delivered exceptional customer service, achieving a 25% increase in repeat business through reliable support

EDUCATION

Bachelor of Science in Records Management and Information Technology **2020 – 2024**

Kenya Highlands University, Kericho, Kenya

- Specialized in digital records management, information governance and EDRMS implementation
- Capstone project: developed a web-based records retrieval system
- Graduated with rigorous training in relational database architecture and statutory compliance

Kenya Certificate of Secondary Education (C+) **2016 – 2019**

Chebisaas High School, Eldoret, Kenya

- Kenya Certificate of Secondary Education (KCSE) Grade C+
- Active member of science club and IT computer society

TECHNICAL PROJECTS

- **Masomo Sasa (School Management System)** — Laravel/MySQL system managing student records, fees, user roles and reporting
- **Montreal POS** — Point-of-sale system handling sales, stock movements, purchases and reporting
- **greyant.co.ke, kaziakanash.com, ronnegroup.com** — Client business websites designed, developed and deployed as a freelance developer
- **Digital Records Management System** — Web application (PHP, MySQL, HTML, CSS) for secure cataloging, retrieval and audit tracking of records
- **Metadata Optimization Tool** — Automated metadata tagging for digital archives, improving search efficiency by 20%

PROFESSIONAL MEMBERSHIPS

- Kenya National Library Service (KNLS) — active contributor to best practices in records management and digital archiving
- Kenya Association of Records Managers and Archivists (KARMA) — engaged in professional development and networking

REFEREES

Jane C. Langat
Head of Department, School of Computing & Information Science,
Kenya Highlands University
+254 721 510452

Elkana Boinett
Human Resource, Registry Department,
County Government of Kericho
+254 728 979336

Jennifer Tonui
Central Registry,
Kenya Highlands University
+254 725 100081