

ABUBAKAR MOHAMMED JUMA

Data Entry Specialist & Web Developer

Nairobi, Kenya | abubakarmohammedjuma01@gmail.com
Mobile: +254 118 167 322 | WhatsApp: +254 799 024 721
LinkedIn: linkedin.com/in/abubakar-mohammed-792284400
GitHub: github.com/abubakarmohammedjuma01-razeen
Portfolio: abubakar-portfolio-853.pages.dev

PROFILE

Detail-oriented and dependable data entry specialist with strong record management and administrative support skills. I check information carefully, keep records organized and meet deadlines, handling data with accuracy and confidentiality. I also build websites, including a live online learning platform. Currently pursuing an Associate Degree in Computer Science at the University of the People.

PROJECTS

Muslim Learning University | Live website View site

- Online university for Islamic studies and practical skills such as web development, computer packages and English.
- Weekly courses, live classes, certificates, a scholarships section and M-Pesa payments.

LMS Backend API | Node.js, Express, MongoDB View code

- Backend for the learning platform: JWT sign-in, and routes for courses, lessons, enrollments, attendance and live sessions.

SKILLS

Data & Records	Data Entry, Data Verification, Record Keeping, Internet Research, Typing (30 WPM)
Software	Microsoft Excel, Word, PowerPoint, Access, Publisher; Google Sheets, Google Docs
Web	HTML, CSS, JavaScript, Node.js, Express, MongoDB, Git and GitHub
Work Skills	Administrative Support, Customer Service, Attention to Detail, Time Management, Communication, Teamwork

EDUCATION

Associate Degree in Computer Science University of the People — In progress

Computer Studies Ta'awun College — In progress

Kenya Certificate of Secondary Education (KCSE) St. Barnabas Anyiko Mixed Secondary School — 2024

CERTIFICATIONS

Computer Packages Course (3 months) Ta'awun Vocational Training College, Admission No. STU-2026-CPK-18-014 — 13/11/2026

- Web Development Certificate
- First Aid Certificate

LANGUAGES

Swahili (native) · English (fluent) · Arabic (intermediate)

REFERENCES

Available upon request.