



BRIAN KIPROP

EXPERIENCED: INFORMATION COMMUNICATION TECHNOLOGY

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SUMMARY

Experienced ICT Professional with hands-on expertise in system administration, network setup and maintenance, database management, and IT support. Skilled in software development, programming, and automating business processes. Proficient in hardware/software installation, basic cybersecurity, cloud computing, and technical documentation.

Also experienced in teaching computer packages and IT-related subjects, with a talent for simplifying complex concepts. Passionate about using technology to improve efficiency and support organizational growth. Committed to delivering secure, scalable, and business-aligned ICT solutions.



EXPERIENCE

SIREET O.E.P COMPANY LIMITED

January 2025-May 2025

ICT Support & Compliance Assistant

- Maintained and updated shareholder records in the company's share management system.
- Verified field inspection reports to ensure accuracy, consistency, and compliance with standards.
- Ensured farmer adherence to Rainforest Alliance certification requirements.
- Captured, digitized, and securely archived inspection data for traceability.
- Analyzed audit findings and provided recommendations for corrective action.
- Coordinated with field officers to address discrepancies in reports and documentation.
- Prepared and submitted compliance reports for both internal use and external regulators.
- Supported processing of green leaf statements, loan approvals, and weekly payment schedules.

SIREET O.E.P COMPANY LIMITED

January 2023-April 2023

ICT intern

- Performed routine computer maintenance and basic troubleshooting of hardware and software issues.
- Managed accurate data entry and organized digital file storage systems.
- Provided IT support and assisted staff with Microsoft Office applications.
- Configured internet connectivity, routers, and basic network devices.
- Supported printing, scanning, and digitization of documents for administrative use.



LEADERSHIP EXPERIENCE

COLLEGE (TINDIRET TECHNICAL AND VOCATIONAL COLLEGE)

Elected as the Cabinet Secretary for Education in the Student Council. I represented students on academic matters, helped organize academic programs, and worked with the administration to improve the learning environment.

HIGH SCHOOL (HENRY KOSGEI SEC SCHOOL)

Served as the Entertainment Prefect. I organized school events, managed entertainment activities, and encouraged student participation in co-curricular programs.

PRIMARY SCHOOL (TEMPO PRIMARY)

Worked as a Class Prefect. I helped maintain discipline, assisted teachers in managing the class, and acted as a link between classmates and teachers.



EDUCATION

TINDIRET TECHNICAL AND VOCATIONAL COLLEGE

2024-2025

Diploma in Information Communication Technology

TINDIRET TECHNICAL AND VOCATIONAL COLLEGE

2022 - 2023

Certificate in Information Technology

HENRY KOSGEI HIGH SCHOOL - KIBUKWO

2015 - 2018

Kenya Certificate of Secondary Education

TEMPO PRIMARY SCHOOL

2007-2014

Kenya Certificate of Primary Education



TECHNICAL SKILLS

- Hardware & Software Troubleshooting
- Networking & Internet Setup
- Windows & Linux OS
- Office Tools (Word, Excel, PowerPoint)
- Web Design (HTML, CSS)
- Database Management
- IT Help Desk Support
- Cyber Café System Management
- QuickBooks Software
- System Analysis & Design



LANGUAGES

English: Proficient ★★★★★

Kiswahili: Native ★★★★★



PERSONAL ATTRIBUTES

- **Tech-Savvy:** Confident with digital tools and devices.
- **Team Player:** Works well in collaborative environments.
- **Fast Learner:** Quickly adapts to new systems.
- **Customer-Oriented:** Committed to excellent service.
- **Honest & Reliable:** Trusted with sensitive information.



CAREER OBJECTIVE

To grow as a professional ICT expert by offering technical support, improving IT systems, and contributing to digital solutions and innovation within an organization or cyber environment.



INTERESTS

- **Ethical Hacking & Cybersecurity:** Engage in projects focused on identifying vulnerabilities and securing digital environments.
- **Custom Cyber POS System Development:** Develop tailored Point of Sale (POS) systems for cyber environments.
- **Enhancing Digital Literacy:** Contribute to initiatives aimed at improving digital skills within communities.
- **Community ICT Support:** Provide direct IT assistance and solutions to community members.
- **Web Design & Hosting:** Create and managed websites, including hosting solutions.

REFEREES

Referees' contact details available upon request

MADAM ANNA TANUI

Chief Executive Officer

Hills Sacco Nandi Hills

MRS. EUNICE CHEBICHII

Assistant Administrator

Sireet Outgrowers Company

MR. PATRICK AYOTI

H.OD ICT DEPARTMENT

Tindiret Technical and Vocational College