

# BRIAN KIPROP

EXPERIENCED:INFORMATION COMMUNICATION TECHNOLOGY

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## SUMMARY

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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

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### 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 (TEMSO 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**

### **TEMSO PRIMARY SCHOOL**

**2007-2014**

#### **Kenya Certificate of Primary Education**



## TECHNICAL SKILLS

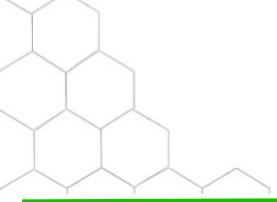
- Hardware & Software Troubleshooting
- Networking & Internet Setup
- Windows & Linux OS
- Office Tools (Word, Excel, PowerPoint)
- Web Design (HTML, CSS)
- Database Management
- IT Help Desk Support
- Cyber Café System Management
- QuickBooks Software
- System Analysis & Design



## 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 manage 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

Street Outgrowers Company

### MR. PATRICK AYOTI

H.O.D ICT DEPARTMENT

Tindiret Technical and Vocational College