



# 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:** Engaged in projects focused on identifying vulnerabilities and securing digital environments.
- **Custom Cyber POS System Development:** Developed tailored Point of Sale (POS) systems for cyber environments.
- **Enhancing Digital Literacy:** Contributed to initiatives aimed at improving digital skills within communities.
- **Community ICT Support:** Provided direct IT assistance and solutions to community members.
- **Web Design & Hosting:** Created 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