



BRIAN KIPROP

EXPERIENCED: INFORMATION COMMUNICATION TECHNOLOGY

0797743587 | briankiprop279@gmail.com

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 system.
- Verified inspection reports for consistency and compliance.
- Ensured farmers adhered to Rainforest Alliance certification standards.
- Captured, digitized, and securely stored inspection data.
- Analyzed audit findings and recommended corrective actions.
- Coordinated with field officers to resolve report discrepancies.
- Prepared and submitted compliance reports for internal and external use.
- Supported green leaf statements, loan approvals, and weekly payment processes.

SIREET O.E.P COMPANY LIMITED

January 2023-April 2023

ICT intern

- Performed computer maintenance and troubleshooting.
- Managed data entry and digital file storage.
- Provided basic IT support and Microsoft Office assistance to staff.
- Configured internet connectivity and network devices.
- Supported printing, scanning, and document digitization.



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

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

PRIMARY SCHOOL

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

TEMESO 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

Please feel free to contact the people mentioned about my competence, work ethic, and performance.

MADAM ANNA TANUI

Chief Executive Officer

Hills Sacco
Nandi Hills
Cell Phone No: 0713350145
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MS. EUNICE CHEBICHII

Assistant Administrator

Sireet Outgrowers Company
P.O Box 301 Nandi Hills.
Cell Phone No: 0723089804

MR. ABDI TIONY

Chief Principal Kaiboi National Polytechnic

Kapsabet
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