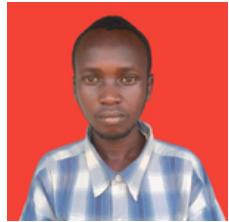


# BRIAN KIPROP

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

### SREET 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.

### SREET 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.



#### 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:** 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

Email: tanuijema@gmail.com

### 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

Cell Phone No: 0721336950