

CURRICULUM VITAE

PERSONAL DETAILS

Name : Doris Jeptoo Kiprop
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Address : P.O Box 26- Chebiemit
Gender : Female
Languages : English, Kiswahili

PROFILE.

I'm a driven, adaptable, and industrious individual looking for a position where I can apply my intellectual, organizational, and communication skills to gain experience and competence.

I would be an asset to the work because of my dependability, dedication, responsibility, communication skills, kindness, and capacity for teamwork. My goal is to apply my diverse experience, skills, and positive, productive working style to improve the performance of the organization. I would also be willing to go above and above the call of duty. I also have the ability to prioritize meeting tight deadlines.

PROFESSIONAL GOALS

- Fostering a collaborative work environment, where I can lead and motivate teams to achieve common goals.
- Continuously expanding my knowledge and experience to become a more versatile and adaptable professional.
- To leverage my expertise to help the company achieve its revenue and growth targets.

Vision;

To utilize my educational background, organizational abilities, and communication skills to help a group improve mankind by helping it accomplish its goals faster.

EDUCATIONAL BACKGROUND AND QUALIFICATIONS

Date	Institution	Examination	Qualification
September 2017 to July 2021	Kenyatta University	Bachelor of education, Science	Graduated with second class honors, Upper division
February 2013 to November 2016	Sing'ore Girls Secondary School	Kenya Certificate of Secondary Education(KCSE)	Mean Grade of B-
January 2010 to November 2012	Aldai primary School	Kenya Certificate of Primary Education (KCPE)	347 marks
January 2004- November 2009	Chogoo Primary School.	_____	_____

VOCATIONAL EXPERIENCE.

Date	Institution	Position	Responsibilities
March 2023 to Date	NCBA Bank, Kenya plc	Customer Product Advisor	Account opening Taking customers through bank products such as mortgages, asset finance, and unsecured personal loans; closing the sale and initiating on IBPS
May 2021 to July 2021	Kimumu Secondary School.	Teacher	Teaching Biology and Agriculture.

ACHIEVEMENTS.

- Successfully marketed bank products and achieved exceptional results, meeting nearly all targets.
- A substantial percentage of my performance came from working within the suggested TAT, which gave my clients confidence to recommend me to their colleagues.
- Participating in sales activations and promotions in liason with marketing teams and team leaders for successful outcome of business plans.
- At the Branch, I have managed to handle clients from Customer Service desk anytime we are understaffed and this has allowed me to gain valuable experience and effectively handle the majority of customer complaints and requests by demonstrating NCBA Bank values and excellent customer service.

REFEREES

1.John Guchu

Branch Manager TRM Branch

John.Guchu@ncbagroup.com

2.Calvin Ndata

RBDM, Central Region

Calvin.Ndata@ncbagroup.com

3.Joan Mundia

Sales Team Leader, Thika road Branches

Joan.Mundia@ncbagroup.com