

KIPLANGAT RONNY

Information Professional

CONTACT

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Portfolio: <https://kiplangatron.netlify.app/>

PROFESSIONAL EXPERIENCE

Industrial Attachment | January 2022 – March 2022

Kenya Revenue Authority, Southern Region – Records Management Unit

- Engaged in the identification of closed records for their inventorying and transfer to an offsite storage as they await disposal per the retention and disposal schedule.
- Appraisal and listing of records to aid in obtaining records disposal approval from departments.
- Undertook retrieval of records upon request by Customs and Border Control Department stations from the records center and offside storage
- Received and verified records per the records transfer list from the Customs Department/stations.
- Stored records in their respective bulk filers and labelling shelves.
- Received incoming and dispatched outgoing mails

Volunteer Library Assistant | July 2021 – September 2021

Madrasa Resource Centre – Library Department

- Engaged in classification and cataloguing of books and other library collections.
- Arrangement of books on shelves, in their respective sections per their call numbers.
- Maintained the library's online catalog.
- Overall library collection and book processing.

EDUCATION

TECHNICAL UNIVERSITY OF MOMBASA | 2018 – 2023

Bachelor of Information Science (Library and Information Studies)

LITEIN HIGH SCHOOL | 2014 – 2017

Kenya Certificate of Secondary Education

- Mean Grade: B –

CERTIFICATES

Bachelor of Information Science | 2024

Technical University of Mombasa

SKILLS

- Website and Software Development – Building websites and web application interfaces as displayed on my portfolio.
- Database Management and Maintenance.
- Library systems maintenance and troubleshooting.
- Cataloguing and classification procedures.

REFEREES

Bernard Kamanda

Deputy Librarian, Technical University
of Mombasa

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Diana Konde

Records Management Unit,

Kenya Revenue Authority, Southern Region

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