

CALEB KIPTOO

Officer - Facilities Management | Civil & Construction Engineer
(+254) 742-555-074 | calebkibon@gmail.com | Nairobi, Kenya

PROFESSIONAL PROFILE

Civil and Construction Engineering graduate with direct experience in public infrastructure supervision, contractor coordination, quality control, and banking operations. Proven capacity to interpret technical drawings, verify construction documents, and supervise on-site works with strict adherence to budget, time, and compliance constraints. Former Relationship Officer at Equity Bank with additional experience in customer-facing support roles. Possesses strong command of project documentation, cost verification, and stakeholder communication. Poised to deliver structured construction oversight, facilities support, and risk-managed execution for institutional infrastructure projects.

CORE COMPETENCIES

Facilities Oversight | Site Supervision | Contract Compliance | Structural Evaluations | Bill of Quantities Review | Cost Tracking | Project Coordination | Construction Reporting | Safety Audits | Technical Drawing Interpretation | Team Collaboration | Procurement Liaison

TECHNICAL SKILLS

AutoCAD | Civil 3D | MS Excel (Advanced) | MS Project | Microsoft Office Suite | Basic Python | SQL (Introductory) | Report Writing | Data Interpretation

PROFESSIONAL EXPERIENCE

Quality Control Intern

Baringo County - Dept. of Water and Irrigation | Jan 2023 - Sept 2023

- Supervised five rural borehole drilling operations and construction of three masonry water tanks.
- Reviewed contractor workmanship and ensured material compliance with design specifications.
- Monitored system functionality and compiled quality reports for senior engineers.

Civil Engineering Intern

Kenya Urban Roads Authority (KURA) | June 2022 - Sept 2022

- Participated in supervision of the Kibra–Southern Bypass Interchange Project (KES 1.15B).
- Conducted site inspections, structural element checks, and verified material testing procedures.
- Maintained daily project diaries, site activity logs, and coordinated material delivery records.

Customer Support Agent

Kopo Kopo Inc. | July 2024 - Oct 2024

- Delivered first-level client support and processed technical escalations in digital payment services.
- Logged customer feedback and coordinated resolution across internal teams.

Relationship Officer - Operations

Equity Bank Ltd. | Jan 2018 – Aug 2018

- Processed high-volume cash transactions and account services with strict procedural adherence.
- Engaged in compliance monitoring and supported internal audits.
- Participated in daily operational briefings and resolved discrepancies in transaction logs.

EDUCATION

BSc. Civil and Construction Engineering, University of Nairobi

Kenya Certificate of Secondary Education, Sacho High School - *Grade A-*

CERTIFICATIONS

- Google Professional Certificate - Project Management
- Alison - Engineering Project Management
- TLX - Leadership & Project Management
- Learning Planet Institute - Climate Action
- Software Development Training - Power Learn Project (Ongoing)

REFERENCES

Available upon request.