



KIPTOO DENNIS

CONTACT

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REFERENCES

ONSARIGO VENNAH

Warehouser Supervisor,
CarlCare Kenya
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CHEPKWONY WILFRED

Business Advisor
Agriterra Kenya
(+)254 720 665 758

OBAMA MOSES

Head of Department
Rongo University
(+)254 721 894 825

INTERESTS

Reading Socio-Economic Articles
Participating in charitable causes
Playing Chess

ABOUT ME

Dennis is an enthusiastic, reliable and proactive person with a good analytical mind with the ability to make accurate mathematical computations and good knowledge of proper bookkeeping and inventory management who would like to work and strive to become a dependable professional to ensure the sustainable and successful growth of the organization. I would like to be an associate with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a professional, use and deploy my aptitude to further the organization's objectives and also attain career targets in the process.

EDUCATION

RONGO UNIVERSITY

2014 - 2018

B.A Economics
Second Class Honors

CHEPTENYE BOYS HIGH SCHOOL

2010 - 2013

KCSE
B (plain)

SOSIOT AGC ACADEMY

1999 - 2009

322 out of 500
1999 to 2009

EXPERIENCE

CARLCARE (K)

July 2021 - Date

Issued materials and supplies to the technical department.
maintained inventory of parts and equipment on hand
prepared work orders for equipment repairs
Submitted daily detailed reports to the warehouser supervisor
Received, pull stock, store, and maintain warehouse inventory
Scrutinize all deliveries and ensure that defective or incorrect items are returned

AGRITERRA (K)

May 2015 to September 2015

Collected and entered data to financial spreadsheets as requested by the finance director
On a regular basis created financial reports and reconciled the identified discrepancies from the reports.
Performed routine calculations to produce analyses and reports as requested by the finance director.
Monitored all the invoices and payments to the contractors to ensure compliance to contracts and reconciliations.

SKILLS

Comfortable taking initiative and working both independently and collaboratively with a professionally and culturally diverse team.

Flexibility and experience to remain highly focused and self posed in a fast paced demanding environments.

Appropriate knowledge at all levels of business operations, knowledge in a busy computerized environment.