

CURUCULUM VITAE
ELLY KIPKOECH SANG
ellykipkoech29@gmail.com
PHONE: +254726093816/+254724857002

PERSONAL INFORMATION

NAME: ELLY KIPKOECH SANG
PHONE NO: +254726093816/+254724857002
EMAIL ADDRESS: ellykipkoech29@gmail.com
POSTAL ADDRESS: P.O. BOX 38, MOI UNIVERSITY
ID NUMBER: 31773905
DATE OF BIRTH: 4TH APRIL 1994
GENDER: MALE
MARITAL STATUS: SINGLE
NATIONALITY: KENYAN
RELIGION: CHRISTIAN
LANGUAGES: ENGLISH, KISWAHILI, KALENJIN

PERSONAL PROFILE

- A diligent, target oriented individual with excellent administration, leadership, communication and interpersonal skills, co-operative and willing to work in a team.
- A good listener willing to learn new skills and can meet deadline under minimum supervision.
- Ability to mobilize, organise and motivate on socio-cultural sensitive issues.

CAREER OBJECTIVE

- To work, gain and apply the knowledge, skills and experience gained with the objective of providing feasible solutions to clients and enhance the attainment of the organisational goals.
- To obtain challenging positions in an organization or the corporate world that will enable me realize my full potential with versatile abilities and skills in realization of the organization's ideas, goals and objectives.

EDUCATION BACKGROUND

2014-2015: DIPLOMA IN HUMAN RESOURCE MANAGEMENT MOI UNIVERSITY AWARD (DIPLOMA)

2014 APRIL-2014JUNE: COMPUTER PACKAGES (MOI UNIVERSITY) (*Microsoft packages –introduction to computer and windows, MS Word, Excel, Power Point, Access, outlook and Publisher*)

2010-2013: ACK ST MARK KAPTUMO BOYS HIGH SCHOOL
MEAN GRADE C (PLAIN)

2002-2009: NGERIA PRIMARY SCHOOL UASIN GISHU.
(MARKS 263OUT OF 500)

WORK EXPERIENCE

2017-2018: BUSINESS CONSULTANT (**RESOLUTION INSURANCE COMPANY**)

2017 APRIL-OCT2017: TRADE WINDS AVIATION MOMBASA

2015 –SALES AND MARKETING (MULTICHOICE KENYA)

2016-SALES AND MARKETING (SAFARICOM KENYA)

2016(MAY-JULY): INDUSTRIAL ATTACHMENT COMMISIONERS OFFICE
ELDORET WEST SUB-COUNTY

LEADERSHIP SKILLS

2015 - Underwent training on; impacts of negative ethnicity, the value of democracy, community mobilization towards achievement of vision 2030 and social economic empowerment.

2015 NOV- Participated on “*Pamoja For Peace Pwani*”

OTHER PROFICIENCY COURSES

- Microsoft packages (MS Word, Excel, Power Point, Access, outlook and Publisher)
- Software installation
- Emailing and internet

HOBBIES

Reading, team leader, Peer counseling, socializing and administering, doing community work, Helping the needy, reading novels

REFAREES

- 1) EUNICE KEMBOI
KAA (MOMBASA)
PHONE: 0725231783
- 2) MR GODWIN OKELLO
LECTURER SCHOOL OF HUMAN RESOURCE MANAGEMENT
PO BOX 3900-30100
ELDORET
PHONE NO: 0722421111
- 3) MR GILBERT MUNDAN
PRINCIPAL ACK ST MARK KAPTUMO
PO BOX 19,
KAPCHENO
PHONE NO: 0724753876.