

ALLAN KIPRUTO

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SUMMARY

- Skilled Excel professional with experience in working with columns, formulas, and data analysis.
- Holds a Bachelor of Science in MS Excel from Kabarak University in Kenya (2016-2018) and a BSc in Chemistry (organic, physical, and inorganic option) from Kisii University 2018-todate
- Strong understanding of Excel functions and features, and ability to provide guidance to users.
- Holds a certificate in Fundamentals of Digital Marketing from Google Digital Skills for Africa (2022).
- Certificate in Entrepreneurship from Atingi.
- Holds a certificate in Management and Leadership from Atingi.
- Certification in Risk Management from.
- Certification in Digital Skills and Transformation.

EXPERIENCE

- Excel Specialist, Kenya Seed Company (2018-2019)
- Assisted users with creating and formatting spreadsheets, working with columns and formulas, and troubleshooting technical issues.
- Analyzed data and provided recommendations to management.
- Conducted training sessions on Excel basics and advanced functions.
- Excel Support Analyst, KPA Corporation (2019)
- Troubleshoot Excel errors and provided guidance on features and functions.
- Assisted with data analysis and reporting.
- Excel Consultant, KPA Consulting (2019)
- Provided consulting services to clients on Excel usage and data analysis.
- Created custom Excel templates and macros for clients.
- Conducted training sessions on Excel basics and advanced functions.
- Marketing Intern, Safaricom Company (2020-2021)
- Assisted in the planning and execution of B2B outbound marketing campaigns, with a focus on cold email
- Gained experience in copywriting and data analysis
- Contributed to a 20% increase in lead generation
- Freelance Copywriter, DEF Agency (2022-2023)
- Worked on various projects for clients, including B2B outbound marketing campaigns
- Developed skills in crafting compelling and effective copy
- Improved client lead generation by 30%

EDUCATION

- Bachelor of Science in MS Excel, Kabarak University, Kenya (2016-2020)
- Bachelor of Science in Chemistry (organic, physical, and inorganic option), Kisii University, Kenya (2018-2022)
- Certificate in Fundamentals of Digital Marketing, Google Digital Skills for Africa (2022)
- Certificate in Entrepreneurship, Atingi (2022)
- Certification in Management and Leadership, Atingi (2022)
- Certification in Risk Management, Atingi (2022)
- Certification in Digital Skills and Transformation, Atingi (2022)
- Certified in Digital Marketing, Google (2021)

SKILLS

- Excel: Proficient in working with columns, formulas, and data analysis.
- Remote support: Experienced in providing support
- Leadership: Proven ability to lead teams and projects.
- Strong communication and collaboration skills
- Self-motivated and eager to learn new things
- Technical: Strong troubleshooting and problem-solving skills.
- Strong understanding of B2B outbound marketing and cold email strategies
- Excellent copywriting skills in English
- Proficient in data analysis and campaign tracking

ACTIVITIES

I am passionate about technology and continuously learning new skills to apply in my work and personal life. I enjoy mentoring and helping others to improve their digital skills, and I am committed to making a positive impact in my community through volunteering and small business endeavors.