



## **CURRICULUM VITAE**

### **CONTACT INFORMATION**

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### **PROFILE**

- A well-presented, all rounded Business Analyst who is committed to learning, ethics, and people, I am an excellent communicator with great interest in technology innovations and communications for Business enhancement. I Posses skillful expression, transmission and interpretation of knowledge and ideas.

### **CAREER OBJECTIVES**

- To develop my skills in an organization or institution that offers an opportunity for personal growth and career advancement that will lead to a better understanding of responsibility and career growth.

### **ACADEMIC BACKGROUND**

- 2014 to 2018: Bachelor's in Business and Information Technology (BBIT) graduated with a second-class honor at Multimedia University of Kenya
- 2010-2013: Kenya Certificate of Secondary Education (KCSE) Mean Grade B+ (73 points) at MariaSoti Girls Educational Center
- 2002-2009: Kenya Certificate of Primary Education (KCPE) Mean Grade B+ (363/500) at Chepsirei Primary School

## **WORKING EXPERIENCE**

### **Executive Business Analyst at Carlton Group International (November 2020-September 2021)**

#### **Duties and Responsibilities**

- Analyzing current business processes and make recommendations for improvement based on industry trends and professional business knowledge
- Determining operational objectives by studying business functions; gathering information; evaluating output requirements and formats
- Performing user acceptance testing and effectively communicating insights and plans to cross-functional team members and management.
- Constructing workflow charts and diagrams; studying system capabilities; writing specifications
- Defining project requirements by identifying project milestones, phases, and elements; forming project team; establishing project budget
- Monitoring project progress by tracking activity; resolving problems; publishing progress reports; recommending actions
- Using various software, including Power BI, word processing, spreadsheets, and presentation software to prepare reports and/or special projects

### **Business Development Analyst at Cytonn Investments Limited (October 2019-July 2020)**

#### **Responsibilities:**

- Analyzing business operations and strategies to identify new opportunities.
- Reporting findings and obtaining approval from senior management, when required.
- Performing competitor analysis toward an increased market share and implementing efficient customer communication and feedback channels.
- Documented Business processes and analyzed procedures to confirm that they would meet fluctuating business needs
- Identified and qualified interested prospects using a defined set of criteria to drive opportunities and accelerate growth within the Cytonn Distribution Policies.

- Helped drive attendance to Cytonn Investments sponsored user conference, regional user meetings and webinars and non-Cytonn Investments sponsored tradeshows.
- Collaborated with Operations, Sales, and business units to establish activity objectives and determine overall target goals ensuring maximum results and exposure for Cytonn investments].

### **Business Development Intern at Cytonn Investments (July 2019-October 2019)**

#### **Duties and Responsibilities**

- Supporting the Business Development Unit with marketing materials and events as required
- Maintaining Outlook Calendars of the Business Development Team, including making appointments for the Business Development representatives to meet with employers through sales calls, E-Shots, marketing, social media, and other forms of marketing
- Maintaining employer and other filing systems (electronic and manual)
- Supporting the Business Development Team with recording employer information and business via the company CRM system and other systems where appropriate

### **Internship at Kenya Revenue Authority ICT division Support and asset management**

**August 2018-June 2019**

#### **Duties and Responsibilities**

- System administration and Network management
- Troubleshooting of network and hardware
- Database management and operating system software
- Performing daily checks for Antivirus updates and installations
- Assist in computer software installation and updates, solving network problems
- Working with developers to design algorithms and flowcharts
- Producing clean, efficient code based on specifications
- Integrating software components and third-party programs and verifying and deploying programs and systems

### **Skills and Competencies**

- Agile Development Practices
- Business Intelligence Skills
- Design Thinking and Cloud Computing
- Java, C++, and Python Programming
- Strategic Analysis and Project Delivery
- Knowledge in MySQL Database applications.
- Proficiency in Microsoft Office: MS Word, Excel, PowerPoint, Access.
- Knowledge in Dreamweaver and PHP for use in web design

### **Leadership and Management**

- Vice Chair for TBC (Team Building Community) 2019 at Cytonn Investments
- Project Owner at Cytonn CYLP programme For the SDI (Service Design and Innovation
- Team Lead for Cytonn Book Club (CYLP) Group
- Team Manager–2016 to 2017, multimedia University of Kenya ladies handball team

### **LANGUAGES (Verbal and Written)**

- English – Fluent
- Kiswahili-Fluent

### **HOBBIES**

- Content Creating
- Travelling.
- Keeping up to date with various advancements in technology.
- Watching documentaries and Other Films

### **REFEREES:**

#### **1. Ms. Teresa Wanjiku**

Supervisor ICT support Kenya Revenue Authority  
Cell phone: +254722763627

#### **2. Dorothy Wanjohi**

Senior Business Development Analyst, Cytonn Investments  
Cell Phone: 0723302550

#### **3. Alfred Too**

General Manager, Carlton Group International  
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