

VINCENT KIPROTICH RONO

Address: 102-001

Residence: Nairobi

Telephone: +254 721 775 889

Email: Vincentmatson23@gmail.com

CAREER PROFILE SUMMARY

Dedicated and skilled Project Planner and Manager with a degree in the field and a relentless passion for career advancement. Equipped with comprehensive training in project planning, initiation, implementation, monitoring, and evaluation. Possessing strong analytical capabilities, exceptional interpersonal skills, and a dependable nature, I consistently contribute as a valuable asset to diverse teams

Professional Experience:

Position

Customer Executive Experienced

Anzal communication limited care outlet July 2021 up to August 2023

Duties and Responsibilities

- Identify prime issues and make follow ups on concerns raised by customers.
- Communicate frequently with the team leader and inform on the emerging trends in customer calls.
- Document interactions with customers.
- Ensure quality in service provision and abide by the Safaricom guidelines and standards of customer care.
- Resolve customer issues based on sim card and mpesa related issues.

Shop Manager

Anzal communication Limited Eldoret March 2021 up to 2023

Duties and Responsibilities

- Coordination with the team leader to ensuring quality connection of sim cards and that connections are in accordance with the Safaricom guidelines.
- Compilation of daily M-pesa transaction for the branch, and ensuring growth of commission for both retail and superagency revenues customers.
- Compiling daily sales report regarding sales for shop and submitting the same to the management.
- Pushing sale of M-pesa float, devices and gadgets, airtime vouchers by marketing to the retailers and individuals within the shop's locality.
- Supporting the field team.

Data Research

Global Alliance for Improved Nutrition And pan African Research Kericho; February 2021

- Participate in reviewing and amendment of questionnaire before administering.
- Collecting data and submitting on time to management.

Intern

Ampath Center Eldoret; August to December 2018

Duties and Responsibilities

- Monitored project activities to ensure adherence to timelines and objectives.
- Managed personnel effectively, facilitating seamless workflow and collaboration.

- Collected, analyzed, and disseminated reports to stakeholders, fostering transparency and informed decision-making.
- Facilitated communication within project teams and with stakeholders, ensuring alignment of goals and expectations.
- Attended meetings, meticulously recording minutes and action items to drive progress.
- Maintained organized filing systems to streamline information retrieval and enhance efficiency.
- Coordinated project activities such as training sessions, optimizing resource utilization and enhancing team competencies.

Education

- Bachelor of Science in Project Planning & Management – Moi University; 2015 to 2019
- Kenya Certificate in Secondary Education – Tengecha Boys High School; 2011 to 2014
- Certificate in Software Development- Institute of Software Technologies 2023 to currently diploma

Skills and Competencies Acquired

- Proficient in project planning, initiation, implementation, monitoring, and evaluation.
- Strong analytical abilities, enabling effective problem-solving and decision-making.
- Exceptional interpersonal skills, fostering positive working relationships and team synergy.
- Reliable and detail-oriented, ensuring accuracy and thoroughness in all tasks.
- Excellent communication skills, both verbal and written, facilitating seamless information exchange.
- Organizational skills, adept at managing multiple priorities and deadlines.

Proficient in Microsoft Office Suite and project management software

REFEREES

Ms. Joan
BULLE

Ampath project manager- CDM
Ampath center Eldoret
communication LTD

Mr. John Lukorito

Dean of students
Moi University

Mr. Moreen

Lecturer
Institute of Software

Mr. YUSSUF

Director
Anzal

Tel: +254720411137
254721415171

Tel: +254723409435

Tel: +254711874578

Tel: +

-