



# BRIAN KIPROP

EXPERIENCED: INFORMATION COMMUNICATION TECHNOLOGY

0797743587 | briankiprop279@gmail.com

## SUMMARY

Experienced ICT Professional with hands-on expertise in system administration, network setup and maintenance, database management, and IT support. Skilled in software development, programming, and automating business processes. Proficient in hardware/software installation, basic cybersecurity, cloud computing, and technical documentation.

Also experienced in teaching computer packages and IT-related subjects, with a talent for simplifying complex concepts. Passionate about using technology to improve efficiency and support organizational growth. Committed to delivering secure, scalable, and business-aligned ICT solutions.



## EXPERIENCE

### SANGALO TEA FACTORY

JANUARY 2026-PRESENT

#### IT Support & Weighbridge Operations Officer

- Operate and manage the weighbridge system to accurately capture and record truck weights for green leaf deliveries, tea dispatch (CTC and Orthodox), and incoming materials such as firewood, pellets, briquettes, and other factory supplies.
- Verify truck and supplier details, including farmer identity, vehicle registration, and load type, to ensure data accuracy, system integrity, and accountability.
- Generate and issue weighbridge tickets, ensuring all transactions are properly recorded for traceability, reporting, and audit compliance.
- Register new farmers in the system and maintain accurate digital records, supporting efficient farmer payment processing and data management.
- Manage and update farmer delivery data to ensure accurate computation of payments based on weight, quality, and delivery frequency.
- Prepare daily, weekly, and monthly reports for both CTC and Orthodox tea, supporting production tracking, dispatch reconciliation, and management decision-making.
- Generate analytical reports (per clerk/route) on green leaf volume, quality, and delivery trends to support performance monitoring and KPI evaluation.
- Assist in the preparation of weekly KPIs and monthly performance reports, improving operational insights and reporting accuracy.
- Provide IT support to clerks by assisting in synchronizing green leaf collection devices/phones, troubleshooting system issues, and ensuring smooth data flow into the main system.
- Support system operations, including closing of main sections, ensuring all daily transactions are correctly captured and finalized.
- Assist the IT Manager in processing payments for transporters and farmers by validating system data, reconciling records, and ensuring accuracy in payment reports.
- Maintain and troubleshoot network connectivity issues to ensure continuous operation of weighbridge and ICT systems across departments.
- Ensure all weighbridge and ICT systems run efficiently, minimizing downtime and improving operational reliability.
- Utilize Microsoft Excel for advanced data management and reporting, including data cleaning, structuring, and analysis of large datasets.
- Apply advanced Excel tools such as Pivot Tables and formulas including VLOOKUP, IF, SUMIF, COUNTIF, INDEX/MATCH, and conditional formatting to enhance data accuracy, validation, and reporting efficiency.
- Perform data reconciliation between system records and physical deliveries to identify and resolve discrepancies promptly.
- Coordinate with field officers, transporters, production teams, and accounts departments to ensure seamless information flow and accurate reporting.
- Demonstrate strong expertise in ICT systems, data analysis, and industrial operations, ensuring efficiency, accuracy, and reliability in both IT and weighbridge functions.

## **SIREET O.E.P COMPANY LIMITED**

*January 2025-May 2025*

### **ICT Support & Compliance Assistant**

- Maintained and updated shareholder records in the company's share management system.
- Verified field inspection reports to ensure accuracy, consistency, and compliance with standards.
- Ensured farmer adherence to Rainforest Alliance certification requirements.
- Captured, digitized, and securely archived inspection data for traceability.
- Analyzed audit findings and provided recommendations for corrective action.
- Coordinated with field officers to address discrepancies in reports and documentation.
- Prepared and submitted compliance reports for both internal use and external regulators.
- Supported processing of green leaf statements, loan approvals, and weekly payment schedules.

## **SIREET O.E.P COMPANY LIMITED**

*January 2023-April 2023*

### **ICT intern**

- Performed routine computer maintenance and troubleshooting of hardware and software issues.
- Managed accurate data entry and maintained well-organized digital filing systems.
- Provided IT support to staff, including assistance with Microsoft Office applications.
- Configured and maintained internet connectivity, routers, and basic network devices.
- Supported printing, scanning, and document digitization for administrative operations.
- Installed and updated software applications while ensuring system security and performance.
- Assisted in monitoring and maintaining office IT equipment to ensure smooth daily operations.

## LEADERSHIP EXPERIENCE

### **COLLEGE (TINDIRET TECHNICAL AND VOCATIONAL COLLEGE)**

Elected as the Cabinet Secretary for Education in the Student Council. I represented students on academic matters, helped organize academic programs, and worked with the administration to improve the learning environment.

### **HIGH SCHOOL (HENRY KOSGEI SEC SCHOOL)**

Served as the Entertainment Prefect. I organized school events, managed entertainment activities, and encouraged student participation in co-curricular programs.

### **PRIMARY SCHOOL (TEMZO PRIMARY)**

Worked as a Class Prefect. I helped maintain discipline, assisted teachers in managing the class, and acted as a link between classmates and teachers.

## EDUCATION

### **TINDIRET TECHNICAL AND VOCATIONAL COLLEGE**

**2024-2025**

#### **Diploma in Information Communication Technology**

### **TINDIRET TECHNICAL AND VOCATIONAL COLLEGE**

**2022 - 2023**

#### **Certificate in Information Technology**

### **HENRY KOSGEI HIGH SCHOOL - KIBUKWO**

**2015 - 2018**

#### **Kenya Certificate of Secondary Education**

### **TEMZO PRIMARY SCHOOL**

**2007-2014**

#### **Kenya Certificate of Primary Education**



## TECHNICAL SKILLS

- Hardware & Software Troubleshooting
- Networking & Internet Setup
- Windows & Linux OS
- Office Tools (Word, Excel, PowerPoint)
- Web Design (HTML, CSS)
- Database Management
- IT Help Desk Support
- Cyber Café System Management
- QuickBooks Software
- System Analysis & Design



## LANGUAGES

English: Proficient ★★★★★

Kiswahili: Native ★★★★★



## PERSONAL ATTRIBUTES

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- **Tech-Savvy:** Confident with digital tools and devices.
- **Team Player:** Works well in collaborative environments.
- **Fast Learner:** Quickly adapts to new systems.
- **Customer-Oriented:** Committed to excellent service.
- **Honest & Reliable:** Trusted with sensitive information.

## CAREER OBJECTIVE

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To grow as a professional ICT expert by offering technical support, improving IT systems, and contributing to digital solutions and innovation within an organization or cyber environment.

## INTERESTS

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- **Ethical Hacking & Cybersecurity:** Engaged in projects focused on identifying vulnerabilities and securing digital environments.
- **Custom Cyber POS System Development:** Developed tailored Point of Sale (POS) systems for cyber environments.
- **Enhancing Digital Literacy:** Contributed to initiatives aimed at improving digital skills within communities.
- **Community ICT Support:** Provided direct IT assistance and solutions to community members.
- **Web Design & Hosting:** Created and managed websites, including hosting solutions.

## REFEREES

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Please feel free to contact the people mentioned about my competence, work ethic, and performance.

### **MADAM ANNA TANUI**

#### **Chief Executive Officer**

Hills Sacco Nandi Hills

Cell Phone No: 0713350145

Email: tanuijema@gmail.com

### **MRS. EUNICE CHEBICHII**

#### **Assistant Administrator**

Sireet Outgrowers Company

Cell Phone No: 0723089804

### **MR. DAVID RUGUT**

#### **IT and Analytics Manager**

kipchimchim Group of Companies

Cell Phone No: 0727411778

