

CURRICULUM VITAE

KIRUI NANCY CHEPCHIRCHIR

(Bachelor of Science: Information Sciences)

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SALES ADMINISTRATION | RECORDS AND PROJECT MANAGEMENT | CUSTOMER CARE RELATIONS

Sales Administration, Records and Project Management and Customer Care Relations are some of the fields I have trained extensively in. It has been vital in helping me execute strategies and organizational objectives ensuring that projects are done and delivered on time.

My experience in Masai Cables LTD Eldoret branch as head of Records and Sales Administrator in the last 4 years has grown my skills in performance management, IT implementation in the company, stakeholder relations and project lifecycle management. It has come a long way in helping me inspire teamwork, superior performance, discipline and detailed report reviews

MILESTONES

- As the Head of Sales and Records Management at Masai Cables LTD Eldoret, I have ensured effective delivery of projects including client survey, order management and dispatch services of the items we make and sell in the northern region.
- As a trainee at Hydropaths Equipment's and services, learning how the projects, ideas and strategies that should work in delivering what is needed by the client while maintaining the organizational interest and expectations.
- As an Attaché at Tea Research Institute, I learnt the power behind well-kept and managed records in aiding the research team to officiate projects that are aimed to deliver and provide timely solutions.

SKILLS

- Excellent administrative management skills.
- Great customer and client relations.
- Management of basic inventory systems.
- Proper invoicing and tallying of accounts of the clients and their payment plans and statements.
- Data reporting and strategy planning
- IT hardware and software implementations

PROFESSIONAL EXPERIENCE

Masai Cables LTD

Sales and records personnel

January 2020 to Date

- Worked with clients in defining project objectives, budgets, timelines and delivery standards.
- Guided the execution as well as monitoring and evaluation of projects in line with the established plans and results frameworks.
- Led multi-cultural and cross-functional teams in delivering on different aspects of projects, and successfully managed the engagement schedules for different teams and resources as outlined in the implementation plans.

Hydropaths Equipment's and Services

Sales and records personnel Trainee

August 2019 to January 2020

- Training on how to define objectives, budgets, and timelines and delivery standards.
- Monitoring and evaluation of projects in line with the established plans and objectives for the specific project that is ongoing.
- Leading teams in delivering on different aspects of projects while managing engagement schedules in the implementation plans as expected by the project leaders and heads.
- Effective project planning and order specification according to the project or the work that is being done.

Tea Research Institute

Librarian Trainee

May 2019 -July 2019.

- Troubleshoot equipment to identify faults and conducted corrective maintenance.
- Assembled, maintained and repaired tools and equipment relating to the library.
- Carried out preventive and predictive maintenance for record materials.
- Ensured adherence to the set Occupational Health and Safety policies as well as existing

EDUCATION BACKGROUND

- Professional certificates in Data analysis, Coursera google
- Bachelor of Science in Information Sciences, Maasai Mara University, 2019. (Second Upper Class)
- KCSE Certificate, Lugulu Girls High School, 2014. (B)

REFEREES

NAME: REUBEN NGENO
POSITION: LIBRARIAN
ORGANIZATION: TEA RESEARCH INSTITUTE
LOCATION: KERICHO
NO: 0717618200

NAME: PATRICK KINYUA
POSITION: TECHNICAL DIRECTOR
ORGANIZATION: HYDROPATHS EQUIPMENTS AND SERVICES
LOCATION: ELDORET
NO: 0721574515

NAME: TIMOTHY PARMASEAN
POSITION: BRANCH MANAGER
ORGANIZATION: MASAI CABLES LIMITED
LOCATION: ELDORET
NO: 0710236583

LinkedIn PROFILE

<https://www.linkedin.com/in/nancy-kirui-4562a8209/>