

DATE: 8TH SEPTEMBER 2023

CURRICULUM VITAE

KIPRONO GEOFFRY SAWE

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Professional Profile: A motivated, honest and result-oriented professional with strong integrity and a positive attitude. Possesses excellent organizational and decision-making skills. Adaptable and resilient, capable of working independently and collaborating effectively

Career Objective: To leverage my skills and studies to address challenges in today's competitive business environment. Committed to collecting necessary resources and skills to excel in the dynamic industry, both locally and globally.

Work Experience

Procurement Officer| Surestep Systems and Solutions Ltd| October 2022 – Date

Roles: Assist in preparing the tender documentation, Oversees compliance and regulations and preparations of reports on tender processes.

Achievements

- **Tender Documentation:** Assist in preparing the tender documentation, including the Request for Proposal (RFP), Request for Quotation (RFQ), or Invitation to Tender (ITT). This involves ensuring that the documentation is accurate, complete, and complies with relevant regulations and procedures.
- **Procuring entity Identification:** Involved in identifying potential Customers who bids for our services.

- Bid Evaluation and Contract Negotiation: Participate in evaluation process on conducting technical and financial statements based on predetermined company criteria and negotiating the terms and conditions of the contract.
- Compliance and Regulations: Ensures that the tendering process adheres to applicable laws, regulations, and internal procurement policies.
- Documentation and Reporting: Maintains records and documentation related to the tendering process. This includes maintaining a comprehensive audit trail of all activities, preparing reports on the tender process, and documenting any decisions or actions taken.

Deputy County Returning Officer| Independent electoral and boundaries commission (IEBC)| June 2022 - September 2022

Roles: Deputized the County Returning Officer in arranging nominations and tallying results for county-level 2022 General elections.

Achievements

- Successfully assisted the County Returning Officer in coordinating and organizing nominations and tallying of election results, ensuring smooth and transparent processes.
- Effectively deputized the Returning Officer during nomination events and result announcements for governor, senator, and county women representative positions, contributing to the efficient execution of these activities.
- Demonstrated meticulousness in identifying suitable polling, nomination, and tallying centers, resulting in well-organized voting processes and accurate results.

Voter Registration Assistance Officer, Voter verification assistance and ICT assistance| Independent electoral and boundaries commission (IEBC) | October 2021 - May 2022

Role: Supervise voter registration and verification processes, ensuring quality assurance

Achievements

- Diligently supervised and ensured the accuracy and integrity of the voter registration process, contributing to a reliable and trustworthy voters' register.
- Provided exceptional ICT support for voters' registration, verification, and quality assurance on the voters' register, enabling a seamless and efficient process.

- Demonstrated attention to detail and commitment to excellence in executing registration and verification procedures, contributing to the successful completion of these tasks.

Computer Studies Teacher & ICT Support| Singorwet secondary school | January 2018 - October 2021

Role: Delivered computer studies classes, maintained the school management system and provided ICT training to teachers.

Achievements

- Successfully conducted computer studies classes for students, delivering high-quality education and fostering a passion for technology among learners.
- Played a vital role in enhancing the school's ICT infrastructure by providing technical training to teachers, resulting in improved digital literacy within the institution.
- Demonstrated exceptional organizational skills in managing school records and maintaining the school management system, ensuring accurate and up-to-date information.

Voter Registration Assistance Officer, Voter verification assistance and presiding officer| Independent electoral and boundaries commission (IEBC) | June 2017 - September 2017

ROLE: Supervise voter registration and verification processes, ensuring quality assurance

Achievements

- Proactively supervised and verified voter registration to maintain the accuracy of the voters' register, contributing to a fair and transparent electoral process.
- Efficiently managed voter registration details using BVR equipment, ensuring data integrity and reliability.
- Demonstrated strong mathematical and computational skills in performing vote tallying computations, facilitating the smooth and accurate transfer of results.

Voluntary worker| Patnas Sacco Limited | January 2017-June 2017

ROLE: ICT support, Product and Service Promotion, Marketing and registration new members and Market Analysis and Reporting

Achievements

1. Conducting market research to identify potential members, their needs, preferences, and competition within the target market.
2. Member Acquisition: Developing and implementing strategies to attract new members to the SACCO. This involves promoting the benefits and services offered by the SACCO.
3. Branding and Image: Contributing to the development and maintenance of the SACCO's brand identity. This includes ensuring consistency in branding across various channels, managing the SACCO's reputation, and promoting a positive image in the community.
4. Market Analysis and Reporting: Monitoring and analyzing market trends, competitor activities, and member feedback. Providing reports and recommendations to management based on market insights to improve the SACCO's marketing strategies and overall performance.

IT Technician| junipers | June 2016 - December 2016

Role: Resolved hardware issues and provided IT support

Achievements

- Skillfully fixed faulty hardware and resolved IT-related problems, minimizing downtime and ensuring seamless operations.
- Successfully installed and configured computers, CCTVs, routers, and video call devices, optimizing the functionality of these systems.
- Demonstrated excellent technical expertise in cabling, network installations, and maintenance, contributing to a reliable and efficient network infrastructure.

ICT Support Technician| | Paytech technologies | December 2015 - June 2016

Role: Maintained and managed ICT infrastructure systems.

Achievements

- Provided exceptional support in maintaining and managing ICT infrastructure systems, ensuring uninterrupted operations and minimizing disruptions.
- Displayed strong troubleshooting skills in resolving computer issues promptly and effectively, enhancing user satisfaction and productivity.
- Meticulously managed the ICT configuration database for hardware and software, ensuring accurate documentation and streamlined operations.

Intern| KTDA | September 2014 - December 2014

- Actively contributed to database administration, networking, and user/systems support, gaining valuable hands-on experience in these areas.
- Demonstrated proficiency in supporting Microsoft SQL Servers, Windows Servers, Microsoft Exchange Servers, and Active Directory, enhancing system reliability and performance.
- Provided efficient hardware maintenance and troubleshooting, ensuring optimal functionality and reducing downtime.

Education

Bachelor of Science in Computer Science and Technology, Maseno University, 2011-2015

Professional Certification:

CCNA Certification, 2015

Skills

- Programming: Proficient in Java, Python, HTML, CSS
- Networking: LAN/WAN setup, troubleshooting, and configuration
- Database Management: SQL Server, Microsoft Exchange, Active Directory
- Hardware Maintenance: PC troubleshooting, printers, scanners
- Operating Systems: Windows Servers, Linux

Interests and Hobbies

- Programming, researching, and staying up-to-date with the latest technology trends.
- Playing and training football.
- Traveling and reading motivational books and novels.

Referees

1. Mr. Chirchir Nicholas Head of ICT, UWS SACCO Cell phone: 0729 741 873 Email: nchirchir@uws.co.ke	2. Mr. Daniel Lenarum IEBC Bomet County, County Election Manager Cell phone: 0723169091 Email: dLenarum@iebc.or.ke	3. Mr. Patrick Mwangi Procurement officer, Surestep Systems and Solutions Ltd. Cell phone: 0721291494 Email: patogikeri@gmail.com
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