Brian Kiprotich

Business Administration Graduate

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PROFESSIONAL SUMMARY

Business Administration graduate (Second Class Upper) with attachment experience in procurement and customer service. Strong in Excel, report writing and meeting deadlines; seeking a graduate trainee role in operations or supply chain.

WORK EXPERIENCE

Procurement Intern (Attachment) May 2024 – Aug 2024

Eldoret Water & Sanitation Co., Eldoret

- Updated the supplier database of 300+ vendors in Excel, removing duplicates and outdated records
- Prepared purchase requisitions and tracked deliveries against orders
- Helped organise tender opening documents for 4 public tenders

Student Leader: Finance Secretary 2022 – 2023

Moi University Business Students' Association, Eldoret

- Managed a KES 250,000 association budget and presented quarterly reports
- Organised a career fair attended by 600 students and 15 employers

EDUCATION

Bachelor of Business Administration (Supply Chain), Second Class Upper 2020 – 2024

Moi University

- Final project: Improving stock control in county hospitals

KCSE: B 2016 – 2019

Kapsabet Boys High School

SKILLS

Microsoft Excel • Report writing • Procurement processes • Customer service • Data entry • Teamwork • Presentation skills

CERTIFICATIONS

Ajira Digital Training: Data Entry, Ajira Digital Program 2023

LANGUAGES

English (Fluent) • Kiswahili (Fluent) • Kalenjin (Native)

REFEREES

Dr. Mary Chebet
Lecturer, School of Business
Moi University
Tel: +254 720 000 333

Mr. James Rotich
Procurement Officer
Eldoret Water & Sanitation Co.
Tel: +254 711 000 444