

KELLY SIGILAI

BRANCH MANAGER

Experience: 2 years | **Available:** Immediately | **Location:** Eldoret

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ABOUT ME



I am a motivated and reliable individual with a strong interest in learning and personal growth. I have good communication skills, pay close attention to detail, and work well both independently and as part of a team. I am committed to delivering quality work, meeting deadlines, and continuously improving my skills. I am adaptable, responsible, and always willing to take on new challenges to achieve positive results.

WORK EXPERIENCE



NEWARK FRONTIERS

Senior level | MANAGER

NAIROBI, Kenya

2024-11-01 | 2025-01-01

1. Branch Manager – Newark Frontiers (Litein Branch) Feb 2025 – Present Managing day-to-day branch operations Handling customer files and credit approval processes Supervising, mentoring, and guiding staff Managing cash flow and petty cash Enforcing company credit policies Handling customer complaints and feedback Recommending policy and product improvements Overseeing general office administration

Experience gained: Leadership, management, finance, customer service, decision-making

ICT MACHAKOS

Internship & Graduate | INTERN

NAIROBI, Kenya

2023-01-01 | 2023-04-01

Job Responsibilities: Installed, configured, and maintained Wi-Fi and fiber optic networks across university facilities Configured and tested routers, access points, and wireless transmitters Conducted line-of-sight (LOS) surveys for wireless network deployment Performed structured cabling, including MDU and overhead installations Assisted in network troubleshooting and fault resolution Monitored network performance and supported system updates and maintenance Managed and updated ICT/network asset records Provided basic ICT support to staff and students under supervision Followed ICT safety, security, and operational procedures SHORT VERSION (for systems with limited space) Supported installation and maintenance of

Wi-Fi and fiber networks, configured routers and access points, conducted LOS surveys, performed cabling, managed ICT assets, and assisted with troubleshooting and system maintenance.

EDUCATION



MACHAKOS UNIVERSITY

Bachelors | Telecommunication and IT

I hold a Bachelor of Science in Telecommunication and Information Technology, which equipped me with strong theoretical and practical knowledge in computer networking, telecommunications systems, and information technology infrastructure. Through this course, I gained hands-on experience in data communication, wireless and fiber optic technologies, network installation, router and switch configuration, cabling, and system troubleshooting.

I also developed skills in ICT support, system administration basics, database fundamentals, cybersecurity awareness, and project management. The program prepared me to effectively support, maintain, and improve ICT systems in both institutional and organizational environments while adhering to professional and ethical standards.

KOELEL HIGH SCHOOL

Certificate | C+

NGONYEK PRIMARY

Certificate | 352

LANGUAGE SKILLS



English

CERTIFICATES & AWARDS

