

CURRICULUM VITAE

PERSONAL DETAILS

NAME : JENIFFER CEPNGENO
ID: 28560654
GENDER: FEMALE
DATEOFBIRTH: 29TH SEPTEMBER1991
NATIONALITY: KENYAN
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LINKEDIN: JENIFFER CEPNGENO
RELIGION: CHRISTIAN
LANGUAGES: ENGLISH,KISWAHILI,KALENJIN,

CAREER OBJECTIVES

To apply my knowledge in Management and Information Technology in a manner that is compatible with management standards and adding value to all stakeholders.

SKILLS

-Management and leadership	-Planning, Organization and coordination
-Sales and Marketing	-Personal relations and Teamwork
-Data clerking	-Report Writing
-Office Management	-Field operations

PERSONAL ATTRIBUTES

- Gets job done on time
- Always professional
- God Fearing and Very Hardworking

AWARDS

Best Branch Manager of the year 2024 Micromart Africa Limited
Most Disciplined student 2008 Chelilis Girls Secondary School

WORKING EXPERIENCE

2022 MARCH TO DATE
Company **MICROMART AFRICA LIMITED**
POSITION: Branch manager 2024 to date

Relationship officer:2022 to 2024

Duties and responsibilities

1. Client Verification and Credit Assessment.
2. Leadership in Loan Approval Processes .
3. Financial Management
4. Financial Reporting and Analysis
5. Target Achievement Coordination
6. Operational Supervision.
7. Human Resource Management
8. Business Planning
9. Policy Implementation.
10. Communication and Reporting
11. Community Networking

2021 MARCH–TO 2022 FEBRUARY

COMPANY: CENTENERY MICRO ENTERPRISE LIMITED(CEMES)

POSITION: Relationship Officer(Bomet Branch)

Duties and Responsibilities:

- Implement strategies to ensure that customers are served quickly.
- Manage customer expectations
- Identify new business Markets
- Train customers on Company products
- Issues loans following Company procedures and protocols
- Receive and attend to complaints from clients that come to our office and follow up to ensure timely closure
- Generate and submit daily, weekly and monthly reports to my supervisor

2020 JAN – 2021 FEB:

Company: INUKA Africa Microfinance (Narok)

Position: Loan Officer

Duties and Responsibilities:

- Ensure the company works towards its mission and vision.
- Recruit new clients.
- Approve loans.
- Ensure all clients pay their loans as per the agreement.
- Issue loans.

2019 JAN – 2019 DEC:

Company: Koisagat Tea Estate (Nandi Hills)

Position: Green Leaf Clerk

Duties and Responsibilities:

- Buy green leaf from farmers and transport them to the factory safely.
- Register new farmers.
- Take information from factory management to the farmers and vice versa.
- Take care of weighing machines.

2016 JAN – 2018 DEC:

COMPANY: NYAYO TEA ZONES (KAPSABET)

POSITION: DATA CLERK

Duties and Responsibilities:

- Support LANs, WANs, network segments, Internet and intranet systems.
- Ensure design of system allows all components to work properly together.
- Troubleshoot problems reported by users and identify user issues.
- Perform green leaf reconciliation for all the zones.
- Generate monthly, weekly, and daily reports for the Green Leaf.
- Receive and submit green leaf documents from drivers and issue new delivery notes to them.
- Assist Administrative Assistant when on leave and off, and perform all her duties.

TRAININGS AND INTERNSHIPS

Rainforest Alliance Training - SAN standards and protocols.

Tegat KTDA - Did IT internship from Jan 2014 to April 2014.

NHIF - Did IT internship from Jan 2013 to April 2013 at Kericho NHIF.

EDUCATIONAL BACKGROUND

2019–2019: Online Alison College
Postgraduate Diploma in Project Management - Distinction.

2017–2018: Kenya Institute of Management
Postgraduate Diploma in Human Resource Management - Upper Credit.

2011–2015: Meru University of Science and Technology
Bachelor's Degree in Information Technology - Second Class Honors Upper Division.

2006–2009: Chelilis Girls Secondary School
Kenya Certificate of Secondary Education

1998–2005: Kapsoiyo Primary School
Kenya Certificate of Primary Education.

HOBBIES AND INTERESTS

- Participating in social work
- Cooking
- Cleaning
- Watching movies

REFEREES

Name: Mike Kirui
Position: Branch Manager
Company: CEMES Bomet
Phone: 0716214280

Name: Collins Okalo
Position: Regional Manager
Company: Micromart Africa Limited
Phone: 0700110493

Name: Harsel Owino
Position: Regional
Manager
Company: Micromart Africa Ltd
Phone: 0797628693

