

# EDMOND KIPKEMBOI

Eldoret, Kenya | Phone: 0791 232 918 | Email: kipkemboiedmond152@gmail.com

## PROFESSIONAL SUMMARY

Motivated and detail-oriented professional with experience in credit management, customer service, data handling, and administrative support. Skilled in client assessment, loan recovery, record keeping, and communication. Currently pursuing studies in Statistics Analysis and Civil Engineering.

## WORK EXPERIENCE

**Credit Officer** – Treasury Communication, Nairobi (Jan 2024 – May 2024)

- Conducted client credit assessments and loan appraisals
- Managed loan portfolios and follow-ups
- Handled loan recovery and customer communication

## EDUCATION

Certificate in Civil Engineering – Kaiboi National Polytechnic (Expected 2025)

Bachelor Studies in Statistics Analysis – Kibabii University (2022 – 2025)

KCSE – Kimoning Boys High School (2018 – 2021)

KCPE – Sosio Primary School (2010 – 2017)

## CERTIFICATIONS

Certificate in Computer Packages

## SKILLS

- Credit analysis and loan processing
- Customer service and communication
- Data entry and record management
- Microsoft Office (Word, Excel, PowerPoint)

## REFEREE

Kelvin Kipchumba

Phone: 0721 878 531