

Tirop K. Benjamin

SALES & BUSINESS MANAGEMENT PROFESSIONAL

CONTACT

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📍 P.O. Box 28-30202, Mois Bridge,
Kenya

SKILLS

- ⭐ Sales Strategy
- ⭐ Revenue Growth
- ⭐ Distribution Management
- ⭐ Partner Relations
- ⭐ Sales Reporting
- ⭐ HR Administration
- ⭐ Payroll Processing
- ⭐ Employee Records
- ⭐ Labour Law
- ⭐ MS Office Suite
- ⭐ Team Collaboration
- ⭐ Problem Solving
- ⭐ Communication

PERSONAL ATTRIBUTES & COMPETENCIES

- ⭐ Good listener
- ⭐ Willingness to learn
- ⭐ Meets deadlines
- ⭐ Works independently
- ⭐ Attention to detail
- ⭐ Team player
- ⭐ Dynamic and versatile
- ⭐ Organized
- ⭐ Responsible
- ⭐ High achiever

PROFESSIONAL SUMMARY

A business management graduate with experience in sales, distribution, and human resource functions. Proven track record in achieving revenue targets, managing partner relationships, and supporting HR operations including payroll and employee welfare.

WORK EXPERIENCE

Sales Executive

Airtel Networks Kenya Limited

2019 - 2024

- ▶ Achieved agreed sales and revenue targets through a network of distributors and retail partners.
- ▶ Implemented strategic action plans to drive sales growth and market penetration in assigned territory.
- ▶ Maintained detailed sales records and prepared regular performance reports for management review.
- ▶ Built and nurtured strong relationships with key agents and retail outlets to ensure customer satisfaction.
- ▶ Monitored distributor and partner performance to ensure alignment with company objectives.
- ▶ Managed financial records and reconciliations for distributors to ensure accuracy and compliance.
- ▶ Identified gaps in the distribution chain and recommended corrective actions to management.

Intern, Human Resource and Planning

County Government of Uasin Gishu

2017 - 2018

- ▶ Monitored employee productivity and output to support departmental performance goals.
- ▶ Maintained accurate employee records and filing systems with attention to detail.
- ▶ Addressed and forwarded employee grievances to the relevant departments for resolution.
- ▶ Ensured employee attendance and adherence to work schedules as stipulated.
- ▶ Assisted with various administrative tasks as assigned by the HR department.

EDUCATION

Bachelor of Business Management, Accounting Option
Moi University
2012 - 2015

Diploma in Business Management
KASNEB
2012 - 2013

Kenya Certificate of Secondary Education (K.C.S.E)
Eshikulu Secondary School
2006 - 2009

LANGUAGES

English
Fluent

Kiswahili
Fluent

PROFESSIONAL TRAINING

❖ Capacity Building for Regional Integration towards Sustainability of Financial Services, ACCA & KASNEB Conference, November 2013

CERTIFICATIONS

❖ CPA Part 2, KASNEB, 2013

HR & Administration Assistant

Moisbridge Dairy Sacco Limited

2014 - 2017

- ▶ Managed employee welfare programs and initiatives.
- ▶ Assisted in the preparation and implementation of the salary and wage structure.
- ▶ Conducted training sessions for employees on key labour laws and regulations.
- ▶ Prepared accurate records for farmer and SACCO member deductions.
- ▶ Generated payroll inputs based on employee performance metrics.
- ▶ Updated employees on new trends and changes in national labour legislation.

Accounts Assistant

Moi University School of Arts

2011 - 2013

- ▶ Processed financial transactions and maintained accurate accounting records.
- ▶ Assisted in the preparation of budget reports and financial statements.
- ▶ Reconciled bank statements and supplier accounts on a monthly basis.
- ▶ Managed accounts payable and receivable functions for the department.

ACHIEVEMENTS

- ❖ Achieved and exceeded sales targets for three consecutive quarters at Airtel Networks Kenya.
- ❖ Graduated with Second Class Honours (Upper Division) in Bachelor of Business Management.
- ❖ Awarded a distinction in Diploma in Business Management from KASNEB.

REFERENCES

Peter Kibor

Zonal Business Manager, Airtel Networks Kenya Ltd

Phone: 0780537657

Gideon Abisi Oriedo

Client Relationship Executive, Eagle Africa Insurance Brokers Ltd

Phone: 0726687471

Edwin Okumu

Territory Sales Executive, Airtel Networks

Phone: 0707409945