

PHILIP OMONDI ONYANGO

Training Coordinator 19203-00100 Nairobi-Kenya

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### **PROFESSIONAL SUMMARY**

A dedicated professional with over 10 years of proven success in training coordination, stakeholder engagement, and driving financial growth. Expertise in designing and implementing training programs, mobilizing groups, and improving operational performance. Skilled in strategic planning, team leadership, and communication, with a strong track record in enhancing enrolment, sales revenue, and institutional profitability. Eager to leverage extensive experience in group onboarding, training, and portfolio management to contribute to dynamic team objectives.

### **CORE COMPETENCIES**

Stakeholder Engagement & Outreach | Group Onboarding & Training | Deposit & Savings Mobilization

Loan Processing & Compliance | Portfolio & Relationship Management | Credit Proposal Compilation

Training Program Design & Delivery | Sales Strategy & Market Expansion | Team Leadership & Mentoring

KYC Documentation | Microsoft Office Suite | Strategic Planning & Monitoring

### **WORK EXPERIENCE**

#### **ESL and IELTS Instructor.**

*The Language School in Kenya (Full Time)*

2022 - Present

- Teach English across the levels A1 to C2, achieving 90% student satisfaction rate based on feedback surveys.
- Accelerated enrolment by 30% over two years through effective teaching strategies and positive student reviews.
- Boosted institutional profits by 30% by improving student retention and performance, contributing to an annual revenue increase of Kenya shillings 2 million.

#### **Training Coordinator.**

*Resourcing and People Management Consulting (Part Time)*

2022 – Present (Part-Time)

- Designed and delivered 12 community-based training programs to over 500 participants, achieving 90% satisfaction – directly aligned with group training and financial literacy facilitation.
- Conducted pre-training needs assessments, ensuring relevance of content – transferable to pre-registration group training.
- Maintained detailed training records, attendance registers, and evaluation reports – relevant to group documentation and record-keeping.

- Coordinated training schedules at participant convenience – aligned with flexible group training delivery.
- Engaged community leaders and partner organizations to mobilize participants – relevant to stakeholder engagement.

**Distribution Sales Executive.**

Dlight Solar- 2019-2021

- Recruited and trained 25+ sales agents annually, building strong field teams – transferable to group official training and support.
- Achieved 40% revenue growth, generating KES 5M in sales – strong evidence of customer acquisition and segment growth.
- Conducted field market mapping to identify growth opportunities – aligned with group identification and recruitment.
- Managed client portfolios across 20+ retail outlets, strengthening relationships and ensuring repeat business – relevant to loan book management.
- Performed customer visits for sales verification and after-sales follow-ups – aligned with business and home visits.

**Teacher. (English and Literature.)**

*St Antony Dago Kokore – 2014 -2019*

- Improved the English subject mean score from 3.9(2014) to 5.8(2018), ranking the school as the second best in Kisumu West Sub-County for English performance.
- Reduced library book losses by 25% by implementing a robust tracking system, saving the school Kenya Shillings 50,000.00 annually in replacement costs.
- Mentored 70+ students annually, with 80% of them achieving above-average grades in national examinations.

**KEY ACHIEVEMENTS**

- Mobilized and trained 500+ community members through structured programs.

KORINDA CV

- Delivered 40% sales growth through customer recruitment and field engagement.
- Built and managed multi-location client portfolios.
- Demonstrated strong field operations discipline and reporting accuracy.

## **EDUCATION**

Kampala University, Kampala-Uganda (March 2012)

Bachelor of Education (Arts)- English and Literature- Second Class (Upper Division)

## **SKILLS**

- Exceptional organization skills.
- Fluency in both oral and written communication.
- Empathetic natural and cultural sensitivity.
- Computer applications.

## **REFEREES**

1. Mr. Edward Ogalo

Principal- St Antony Dago Kokore

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2. Mr. Joram Oturo

Director Trainings-Dlight Kenya (Nyanza)

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3. Mr. Benard Ambasa

Lead Consultant - Resourcing and People Management Consulting.

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