

CURRICULUM VITAE

Sang Kipkoech Denis

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Male

NATIONALITY: Kenyan **RELIGION:** Christian

DATE OF BIRTH: 15/11/1994 **ADDRESS:** 56, LITEIN

Personal Profile

Focused and attentive to details, a team player, an innovator, ability to handle multi-tasks and meet deadlines, motivated by excellent performance, positive results and challenging assignments and ability to exercise professionalism in assignments.

Self-motivated and ready to work under minimal supervision in a challenging environment.

God fearing, honest, organizationally competent, goal-oriented and hardworking.

Career objectives

To exploit the knowledge gained in academics and apply it to solve real life situations and contribute positively towards continuous growth and development of information centers by transforming my ideas into workability and resourcefulness in information sector.

Professional Skills

- Records classification and Filing.
 - Enterprise Resource Planning (ERP) System.
 - Indexing (Electronic Document Management System)
 - Scanning and electronic record management.
 - Citation and referencing
 - Database management system (Ms Access)
 - Report writing
 - Documentation of information materials
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Academic Qualifications

2013-2017: Bachelor of Science in Information science (Records Management) The Technical University of Kenya Attained Second Class Honors upper division

2009-2012: Chebwagan Secondary School Attained B+.

2001-2008: Kapkatet Primary School Attained 316 marks.

Career Summary

2020 August – Date: Senior Assistant Records Management Officer KECOBO

Tasks

- File and bind records and repair file covers.

- Compile established records lists and prepare inventories, guides and other information finding and retrieval aids.
- Prepare the Board's records for appraisal and disposal.
- Prepare records disposal and retention schedules.
- Manage documentation and information link center (Archives).
- Monitor file movement and making periodic checks to ensure that appropriate action is taken accordingly.
- Ensure letters are filed and marked for action.
- Provide user support on ERP and ensure that all ERP Human Resource Modules are implemented accordingly.

2020 February – May: Data Clerk COSEKE

Tasks

- Organization, cross-referencing, scanning, copying and retrieval of documents.
- Receive, file and undertake data entry for all received and digitized files.
- Coordination with the Scanner Administrator and Data Manager on all aspects as appertains to bureau Administration.
- Ensure delivery of records to assigned areas of the by following established routine procedures.
- Prepare and sort source documents and identify and interpret data to be key in as per supervisor instructions.
- Coordinate other junior staffs & ensure that all set targets are achieved and sustained.
- Maintains Client confidence by keeping records information confidential.
- Checking complimented work for errors or duplicate information.
- Maintains continuity of work operations by documenting and communicating actions, irregularities, and continuing needs.
- Compare data entered with source documents or re-enter in verification to detect errors.
- Indexing, outputting and Uploading Documents to Electronic Documents and Records Management system (ERDMS).
- Data entry, keep track of received data and sources documents in their original context.
- Arrange and secure files which have being digitized for proper storage.
- Provide support to clients on the use of EDMS.
- Filling back of Hard copies in the same order received and maintain their original context
- Job set up in Kodak Capture Pro to ensure that Documents are scanned, quality checked & indexed to right Module.

Achievements

- Undertook training on EDMS to clients, user support, helpdesk management to end users.
- Did a preliminary survey on our clients to understand their needs, business structures, policies and regulation to help our organization come up with the best approach to implement EDMS.

2017 September – 2019 October: Records Management officer (Contract) KECOBO

Tasks

- Processing, scanning and indexing records in Electronic document and records management system (EDMS and integrating it Enterprise Resource Planning (ERP) System.

- Classifying, filing, referencing, cross-referencing and bringing up documents for action.
- Compiling records finding aids which include file movement registers, inventory, accession to track records movement and ease in referencing.
- Receiving and dispatching letters.
- Opening and closing of files.
- Provide support in mail management; stamp receiving, digitizing and taking the received correspondence to action officers.
- Arranging Files and works in the registry in a systematic order.
- Transferring of records to respective storage location for archive.
- Came up with a proposal on the best way to secure registries and resource centre.
- Replacement and weeding of worn out file folders as part of Records Maintenance.
- Conduct regular audit on Records, works and other documented information at the Registry.

Achievements

- Prepare, maintain and update Record Management Policy and Records Retention and Disposal Schedule to ensure effective record life cycle.
- Enterprise Resource Planning (ERP) System Human Resource Management Department champion (Implementation and updating of ERP Human Resource Module).
- Train staff on file Referencing, folioing and Email management.
- Implementation of Electronic Document Management System (EDMS) to address the challenges with retrieving and archiving of Electronic Records and as well as Digitization of Records.
- Design and implement Record Management Database Inventory for all files to keep track and ensure they are in accordance with Record Management Retention and Disposal Schedule.

May 2016- August 2016: Internal attachment The Technical University of Kenya.

Tasks

- Records labelling and classification.
- Filing Records.
- Opening and closing File.

Interests

Reading novels
 Watching football
 Learning new skills and ideas
 Watching and listening to music
 Adventure

Languages

English (Fluent), Kiswahili (Fluent), Kalenjin

Career Aspirations

Short term aspiration

- To concentrate on career development through academic studies, short courses and seminars.

Long term aspirations

- To be a team player and operate under organization's business definition, vision and mission while promoting the organization's image within its operational boundaries
 - To enhance analytical and managerial skills that will help me utilize my potential fully and equally in helping the company timely meet its goal and objectives
 - To be practicing professional ethics and integrity while embracing organization's culture and values
 - To be a reputable hands-on consultant on organizational developments
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REFEREES

1. Mrs. Ketty Arucy

Chief Human Resource Manager

Kenya Copyright Board

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2. Prof. Tom Kwanya

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3. Mr Wallace Kariuki

Data Operation Manager

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