

CURRICULUM VITAE.

MESHACK KIPCHIRCHIR KOGO

POSTAL ADDRESS 2060 – 30100, ELDORET, KENYA

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BIODATA

Date of Birth: 17th September 1981
Religion: Christian
Id no: 22911839
Marital Status: Single
Nationality: Kenyan
Sex: Male

PERSONAL ATTRIBUTES

- Great interpersonal, analytical and organization skills
- Excellent decision maker and problem solver
- Hardworking
- Able to work under minimal supervision
- Result oriented, dynamic and self-driven
- A fast learner and team player with great motivation skills

EDUCATION BACKGROUND

July 2008-December 2009: **Kenya College of Accountancy - Eldoret**

Award

- **Diploma in Information Technology (IMIS-uk)**

- February 1998-November 2001

Kapsabet Boys High School

Award

Kenya Certificate of Secondary Education (K.C.S.E)

January 1991-November 1996

Kaigat primary School, Kenya

Award

Kenya Certificate of Primary Education (K.C.P.E)

January 1986-November 1990

Cheplaskei primary School

WORK EXPERIENCE

FROM OCTOBER 2013 TO May 2015

COUNTY PENSION FUND (CPF) –KENYA.

Position;-ICT support

- Hardware and software troubleshooting.
- Software installation, updating and backup
- Networking of hardware devices in the network e.g. printers & desktop
- Configuring desktops to access internet.

FEBRUARY 2012 TO SEPTEMBER 2012

US-AID AMPATH:

Position;- DATA ASSISTANT.

DUTIES; Enter data to ARV dispensing tool (ADT) in the pharmacy.

- Enter data to TB dispensing tool or program.
- Generate and analyze patient and Arv drugs consumption reports monthly and as required. and from other sites.
- Drug stock take and updating of bin card in the database
- Hardware and software troubleshooting.
- Software installation, updating and backup
- Computer Assembling.

July 2004 – September 2004 -

Unilever Tea Kenya (Kerenga estate)

Position: industrial attachment

- Office management, Automation of data, Personnel Records

Seminars attended;-

Date 17th to 18th may 2012. Venue; Ampath centre Eldoret.

- Attended a basic training on Antiretroviral Dispensing tool and electronic supply chain management systems.

Date 18th may 2012.

- Completed a one day training on the electronic- supply chain management (e-SCM) system. By USAID KENYA PHARM.

LANGUAGES

- English
- Kiswahili

CERTIFICATION AND TRAINING:-

- Computer Application.
- Member of the institute of the management of information system (IMIS UK).
- VISUAL BASIC 6.0/ SQL
- Cisco certified Network Associate. (CCNA 1-4) Kenyatta University.
- Computer repair and maintainece
- Clean Driving licence
- SPSS (Statistical package for social sciences)

REFEREES

Mr. JONAH KIBET
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DATA MANGER (USAID AMPATH PLUS)
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