

CURRICULUM VITAE

Name Cheruiyot Nehemia Kipkorir
Address P.O Box 60800-00200 Nairobi
C/O Co-operative Bank University Way
Telephone +254728230161, 254732800549
E-mail cheruiyoto@gmail.com
Date of birth 2nd January 1990
Nationality Kenyan
Sex Male
Marital status Married

Education/Qualifications

2008-2011 KCA University, Bachelor of Commerce, -Accounting option obtained in 2009.
2013-2015 Chuka Institute of Business Studies, Certified Public Accountancy (CPA Finalist)
2004-2007 Longisa Boys High School-Kenya Certificate of Education (KCSE), attained a mean grade of B (Plain).
2011-2012 Public Procurement Oversight Authority-Completed E-learning Courses on; Public Procurement proficiency disposal and Procurement of Works.

Employment to Date/Work Experience

2017-Sept 2019 *Personal Banker- Co-operative Bank of Kenya, University Way*
Appraisal of personal/business loans/Advances/mortgages, Monitoring portfolio at Risk/Recovery, grow cheap and stable liabilities/Assets, Reconciliation of check off and collection accounts, Source new check offs.

2017-2017 *Ag. Cash Officer, Co-Operative Bank of Kenya -Chuka Branch*
Management of treasury cash/Safe custody, ATM Reconciliation and operation, Cash repatriation to the Central Bank, Deferred Cheques scanning for clearing, Reconciliation of other internal accounts, and Preparation of management reports

2016-2017 *Service Desk Officer/System Admin-Co-Operative Bank -Chuka Branch*
Handle customer queries/Account opening, funds transfer, internal transfer /SWIFT/RTGS, Salary processing, installation of minor software

2016-2017 *Data Steward/Analyst -Co-Operative Bank of Kenya -Chuka Branch*
ARO Coding/Allocation, Preparation and presentation of weekly reports, Identify and review appropriate market segments, Cross-selling bank, products, Review accuracy of branch data.

2015-2016 *Service champion/Agent Banker-Co-Operative Bank -Chuka Branch*
Championing transformation agenda within the branch, Review customer feedback, ensure adherence to SLAs, Provide feedback to transformation.

2013-2015 *Teller (Executive/Forex) -Co-Operative Bank of Kenya-Chuka Branch*
Cashing cheques to executive customers, Processing payments to executive customers, making money transfers, Processing and scanning cheques for

clearance, Exchange of foreign currency

2011-2013 *Finance and Administration Officer-Ronel ECDE Teachers College*
Cash receipt, Payment of salaries, Bank reconciliation, Management of organization assets, Payment of suppliers/Collection of debts, Preparation of Final Reports, Supervising Finance department, Recruitment of staff.

Other Experience/Activities

2013-2013 Supported IEBC as a Voters Clerk at Kabema Polling station.
2015-2017 Support the branch in training activities.
2014-2017 Supported the branch as Chairman-Staff Welfare

Other Trainings attended

2013-2019 Relationship Management, Forex operations, Peer counselling, Public procurement and Disposal, Anti-money Laundering, Creating and Sustaining a Customer-focused Organization, Customer Service Fundamentals: Building Rapport in Customer Relationships, Identifying and Managing Customer Expectations, Anti-money Laundering and Global Initiatives, Auditing for Internal Control and Risk Assessment, Leadership, Accounting for non-Finance professionals, ATM operation/Reconciliation, Western Union anti-money Laundering initiative.

Other Skills Computer literate: Windows applications.
Clean Driving Licence.

Interests Travelling, international affairs, reading business magazines, meeting friends and building new networks.

References Shadrack Kipkogei Tarus, Credit Analyst- Co-operative Bank of Kenya,
Tel; 0720752509, Email; starus@co-opbank.co.ke

Humphrey Kimei Chemiat, Relations Manager - Co-operative Bank of Kenya,
Tel; 0720736547, hchemiat@co-opbank.co.ke

Onesmus Chokera, Branch Manager- Co-operative Bank of Kenya Meru Tel;
Tel; 0722234700, Email; ochokera@co-opbank.co.ke