ALVIN KINOTI

Research and Data Entry Specialist

🔗 www.linkedin.com/in/alvin-kinoti-9129021a0

📍 Nairobi, Kenya

✉ kinotialvin07@gmail.com

📱 +254708123579

Languages

English	●●●●●●●
Swahili	●●●●●○○
French	●●○○○○○

Hard Skills

Eviews

Python and Power BI

SQL

IBM SPSS

MS Office and Google Suite

Referees:

Ms Sherry Ominde

Fraud Operations Associate

Apollo Agriculture

Phone No: +254702 396846

Email: sherryomonde@gmail.com

Dr Scholastica Achieng

Patron: ESAMU

Phone No: +254729010816 / +254734668779

Email: scholaodhiambo@gmail.com

Executive Summary.

A highly motivated and dependable professional offering proficiency in data entry combined with strong mathematical and analytical thinking skills. Personable team player with exceptional customer service abilities. Fast learner and committed to continuous, self-directed learning. Committed to helping companies advance by helping them to develop strategic plans based on predictive modeling and findings.

Work Experience.

Research and Data Entry Consultant (Contract and Remote).   Jan 2023 – Feb 2023

Alternate Doors Consulting- Nairobi, Kenya.

- Conducted extensive and successful market research on client prospects.
- Accurately entered and updating client data.
- Effectively managed company CRM database.

Data Annotation and Entry Associate (Remote).   Jun 2021 – Jan 2023

Remotasks KE - Nairobi, Kenya.

- Accurately located, labeled, tagged and categorized various elements in image, 2D, 3D and lidar projects and timely submitted annotated assignments, increasing customer base by 50%.

Data Verification Agent (Contract and Remote).   Nov 2021 – April 2022.

Apollo Agriculture – Nairobi, Kenya.

- Accurately entered and verified data submitted by field agents raising customer base by 20%.
- Conducted fruitful phone interview calls for field agents. This boosted the overall public image of the company.
- Carefully transcribed received data inputs from field agents and ensured their safe storage for easy retrieval and future reference.

Academic background

- **Feb 2023 to April 2023** - **Data Analytics and Data Science Bootcamp**
  Lux Academy (Nairobi, Kenya).

- **2015 to 2019** - **Bachelor of Arts, Economics with IT**
  .   Maseno Univerisity (Maseno, Kenya).
  Second Class Honors.

Additional Information

Awards

- Elected ESAMU Organizing Secretary and Welfare Chairperson 2018/2019.

Hobbies and Interests

- Networking
- Reading
- Travelling