

BENJAMIN BELLA OWINO

+254 712 280881; +254 713 189801 | bellabenjamin2010@gmail.com

Personal Profile

I am self-driven, dynamic, ambitious, innovative, analytical, and pride myself as a true team player with good interpersonal skills. I desire to work within a challenging and rewarding environment, which will allow me to utilize my acquired skills and apply my academic knowledge in a manner that leads to both personal and organizational growth.

KEY PROFESSIONAL SKILLS

- ✓ Experienced in maintaining correspondence in field enumeration projects and generating progress reports.
- ✓ Experienced in collecting data in the field with accuracy and timeliness using interviews, questionnaires, and ODK database tool.
- ✓ Experience in carrying out analysis of drug samples use different machines and methods.
- ✓ Experienced in performing data cleaning and managing storage & retrieval of data from databases.
- ✓ Highly organized, independent, and able to effectively coordinate tasks and accomplish projects with timeliness and creativity with strong communication, writing, negotiation, and presentation skills.
- ✓ Skilled in captivating positive relationships with stakeholders and colleagues; particularly adept at communicating with clarity and diplomacy to individuals from diverse cultural and organizational backgrounds.
- ✓ ICT Competence: Good command of Microsoft Office tools, word processing, data handling and processing tools, presentation, operating systems, and the internet.
- ✓ Flexible, adaptable and a willing to take on and be deployed on different and new tasks in different office locations.
- ✓ Teamwork coordination and collaborating with other departments for effective work delivery.
- ✓ Proven track record of accurately maintaining detailed records, generating reports, coordinating meetings, and multitasking within fast-paced environment.

CORE COMPETENCIES

| Medical Biotechnology | Data Collection | Data Entry | Data Verification | Field Enumeration | Research Analysis | Database Management | Project Coordination & Implementation | SPSS | ODK Tool Kit | MS Excel | Data Collection and Analysis | Teamwork

PROFESSIONAL EXPERIENCE

Laboratory Analyst | National Quality Control Laboratory | Feb 2023 to Date

Key Contributions:

- ✓ Handling general client correspondence and queries.
- ✓ Interpreting methods of analysis.
- ✓ Generating and sending out quotations to clients.
- ✓ Receiving submitted samples, chemical reference substances, methods of analysis and related documents

- ✓ Documenting sample description in the Laboratory Information Management System (LIMS) for all incoming samples
- ✓ Generating sample analysis report from the Laboratory Information Management System (LIMS).
- ✓ Labelling received samples and arranging them in the Received sample Store
- ✓ Filing letters, methods of analysis, analytical method validation data, analysis request forms and all client and sample related correspondence
- ✓ Serializing Certificates of Analysis and recording them in the Certificate Register.
- ✓ Distributing completed Certificates of Analysis for signatures, and issuing the same to the Accounts Unit.

Laboratory Analyst Intern | National Quality Control Laboratory | Feb 2022 to Feb 2023

Key Contributions:

- ✓ Carried out analysis of drug samples using different machines and methods, e.g. HPLC, UV Vis Spectrometer, AAS, Dissolution, Friability, titration, Weight uniformity according to pharmacopoeial monographs and methods of analysis.
- ✓ Managed Clients response through emails, phone calls, and the generation of quotations.
- ✓ Managed samples/pharmaceuticals products, their Methods of Analysis(MOA) and Analytical Method Validation(AMV)
- ✓ Generated sample analysis report from the Laboratory Information Management System (LIMS).
- ✓ Carried out sterility tests, Microbial Contamination tests, Bacterial Endotoxins Tests, Identification and pH Tests on samples.

Volunteer Data Assistant | Caritas Diocese of Homa Bay (CDOHB) – USAID Nuru Ya Mtoto | Oct 2021 to Jan 2022

Key Contributions:

- ✓ Tracked and compiled data from the community that support the OVC program.
- ✓ Carried out household surveys periodically to help identify potential OVCs
- ✓ Proactively communicated any significant change in any of the parameters
- ✓ Ensured all data is appropriately and efficiently filed and stored in the OVC department.
- ✓ Helped compiling data for various M&E reporting in accordance to MER 2.6
- ✓ Created and constantly updated a database for the OVC.
- ✓ Retrieved data from the database or electronic files as requested.
- ✓ Assisted the Social workers in their monthly reporting.
- ✓ Assisted in conducting graduation readiness assessment

Data Assistant | Agriculture Improvement Support Services – USAID MWENDO | Sept 2020 to Mar 2021

Key Contributions:

- ✓ Ensured proper filing system is in place in accordance with MWENDO file management SOP.
- ✓ Received completed forms, verified, and validated for completeness, accuracy, and integrity.
- ✓ Entered data from paper formats into computer files or database systems.
- ✓ Retrieved and updated data from the database or electronic files as requested.
- ✓ Verified and keyed in data in CPIMS.
- ✓ Helped in retrieval and storage of OVC files accordingly and whenever required during DQAs and SIMS exercise.
- ✓ Performed regular data cleaning to ensure quality OVC data in CPIMS.

Data Entry Clerk | Civil Registrar of Birth & Death | Sept to Oct 2019

Key Contributions:

- ✓ Keyed in Birth Records into the CRS system provided by the organization.
- ✓ Keyed in Death Records into the CRS system provided by the organization
- ✓ Verified Deaths and Birth records entered into the CRS platform.
- ✓ Registered new applicants at the office level.
- ✓ Conducted qualitative interviews and entered data given into the system servers.

Research Assistant | Kenya Medical Research Institute | Jul 2019 to Aug 2019

Key Contributions:

- ✓ Consented and recruited eligible Head of Households to participate in the study.
- ✓ Conducted face to face interviews with the head of Households within the study area.
- ✓ Collected timely and accurate data from the households using CommCare App.
- ✓ Communicated with field coordinator and team leaders on field issues.
- ✓ Abided by study protocols as outlined by SOPs.
- ✓ Attended field meetings and reported on the progress of the work.

Contractual Data Entry clerk | Caritas, Homabay | Nov 2018 to Dec 2018

Key Contributions:

- ✓ Entered data into databases and maintained accurate records using CM data entry tool/ epidata entry client.
- ✓ Collected/captured data using smartphones, such as questionnaire forms using ODK database.
- ✓ Validated data.

BVR Voter Clerk | Independent Electoral & Boundaries Commission | Aug 2017

Key Contributions:

- ✓ Verified the identification and fingerprints of voters.

Contractual registration Assistant | National Government - Huduma Number | Sept 2016 to Oct 2016

Key Contributions:

- ✓ Collected data through interviews and entering the data into a Digital Data Capture form.
- ✓ Keyed in Data from the data capture form into the NIIMS kit.
- ✓ Conducted household registration of persons using biometric data kits into the HUDUMA number program.
- ✓ Transmitted data into the system servers' ensuring timely and complete transmissions.

ADDITIONAL INFORMATION

Trainings

- ✓ Certificate in Risk Management for Laboratories based on ISO/IEC 17025:2017, **Africrest Solutions (April 2024)**
- ✓ Certificate in Machine Learning, Facebook Chatbot Operation and Research Methods Techniques, **Paradigm Youth Network (September 2018)**
- ✓ Certificate in Computer Application Packages, **Kenya Medical Training College (2014)**

Volunteer Experience

Volunteer | SRHR FAMILY HEALTH OPTION-KENYA | Jan 2019 to Jun 2019

- ✓ Coordinated and conducted project activities.
- ✓ Influenced significant changes and improvements in policies, development frameworks, plans and budget allocation that relate to the sexual reproductive health rights for young people within Homa Bay and pushing for their implementation.

Hobbies & Interests

- ✓ socializing, volunteering in community activities.

EDUCATION & CREDENTIALS

2014 – 2018

Bachelor of Science in Medical Biotechnology, with IT (2nd Class Honors Upper Division)

Maseno University

2010- 2013

Kenya Certificate of Secondary Education (KCSE)

St. Dominic Wiga Secondary School

REFEREES

Ms. Gladys Bogonko

Head, Client Service Unit, National Quality Control Laboratory

0703311563

gbogonko@nqcl.go.ke

Dr. Vincent Were, PhD

Director Research & Informatics, Adaptive Management & Research Consultant LTD

0721876573

vincentwere@gmail.com

Prof. Collins Ouma, PhD.

Lecturer, Department at Biomedical Sciences, Maseno University

0722381214

collinsouma@yahoo.com