

BLAGDEN SITATI

CONTACT

Location: Nairobi-Kenya,



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sitatiblagden@gmail.com

SKILLS

1. Financial analysis and reporting: Proficient in conducting financial analysis and preparing insightful reports.
2. Actuarial valuation: Knowledgeable in performing actuarial valuations to assess financial risks.
3. Proficiency in the use of Microsoft Office applications and a typing speed of 45 words per minute.
4. Data collection and analysis: Skilled in collecting and analyzing data to derive meaningful insights.
5. Statistical skills: Proficient in utilizing statistical methods and tools for data analysis.
6. Accounting skills: Experienced fundamental accounting principles and financial management abilities.
7. Exceptional communication and collaboration skills.
8. Conversant with R-programing language, data analysis with SPSS and Excel.

PROFESSIONAL SUMMARY

Customer-driven professional with expertise in delivering exceptional customer service within the banking industry. Possess skills in actuarial consulting, valuation, data analytics, and financial analysis. Experienced in providing consulting services, including client management, valuation modeling, and product design. Proficient in utilizing data analytics to drive data-driven decisions. Skilled in conducting comprehensive financial analysis and delivering impactful reports. Strong research skills with a proven track record of leading successful projects. Effective communicator with excellent report writing abilities. Dedicated to accuracy, profitability, and delivering valuable insights. I bring with me strong organization skills, attention to detail and interpersonal abilities all devoted to achieve high levels of customer satisfaction.

EXPERIENCE

Independent Electoral and Boundaries Commission (IEBC) | Vihiga

• May 2022 - August 2022

Position: Presiding Officer

- Successfully oversaw the election process at the polling station level, ensuring smooth operations and adherence to regulations.
- Demonstrated exceptional organizational skills and attention to detail while managing a team and maintaining accurate records.
- Effectively resolved issues and maintained a calm and professional demeanor in high-pressure situations.
- Led a team of register of voters' verification clerks, responsible for verifying the IEBC register.
- Ensured meticulous accuracy and quality control throughout the verification process, contributing to the integrity of the electoral system.
- Proactively identified and addressed discrepancies, ensuring the register's completeness and reliability.

National Agricultural and Rural Inclusive Growth Project (NARIGP) | Vihiga

• March 2021 - March 2022

Position: Office Administrative Assistant

- Conducted comprehensive screening of micro projects based on predetermined criteria established by the CDDC.
- Collaborated with the CDDC and county program coordinating units to draft procurement plans and processes, ensuring adherence to guidelines and regulations.
- Compiled and maintained a database of community interest group and vulnerable marginalized group members, as well as micro projects, contributing to efficient project management.
- Provided effective customer care services by welcoming visitors and ensuring positive client relations through assisting with communication between the clients and the committee.
- Assisted in problem solving through managing a grievances log/register at the ward level, ensuring timely resolution of issues and effective communication between stakeholders.
- Provided project support through assisting in with the project related tasks such as research, coordination, documentation and collaborating with the team members on specific goals.
- Ensured confidentiality on sensitive information and handling of documents.
- Provided administrative assistance through assisting in the preparation for meetings, taking meeting minutes, coordinating logistics, managing and ordering office supplies to ensure a well-stocked working environment.
- Ensured efficient filing and record keeping system through creating and editing reports.

- Collaborated with Finance and Procurement departments to expedite supplies, delivery, purchase and payment process.
- Verified quantity and quality of goods/materials, ensuring compliance with receipt and issue documentation.
- Maintained accurate and up-to-date inventories, consistently updating a comprehensive list of purchased and issued materials.

National Hospital Insurance Fund (NHIF) | Vihiga

- September 2020 - December 2020

Trainee

During my attachment period at NHIF, I gained valuable experience in various key sections of the organization, including:

- Member Management
- Claims and Benefits
- Finance and Control
- Customer Service
- I.C.T Department

Within these sections, my main responsibilities included:

- Efficiently registering new members and accurately capturing their information into the system.
- Demonstrating attention to detail in printing new NHIF cards for new members and providing replacement cards when needed.
- Contributing to the claims processing procedure, ensuring timely and accurate processing to facilitate seamless benefits for members.
- Maintaining a well-organized filing system, both electronically and manually, for essential documents such as registration forms.

EDUCATION

April 2021

Bachelor Degree - Actuarial Science-Maseno University

- Graduated with Second Class Honors.

November 2015

Certificate - Kenya Secondary Certificate of Education- Chavakali High School

Grade attained: A- (79 points)

HOBBIES

- Reading
- Writing
- Travelling

REFEREES

Available on Request.

