

Caroline Gatwiri

30

NAIROBI, 00100

+254746414729

caroline1gatwiri@gmail.com

Introduction

An organized and discreet professional with excellent communication skills. Highly flexible and capable of multitasking with a strong ability to prioritize time-sensitive tasks. Aiming to work collaboratively with colleagues for personal and professional growth., To utilize acquired theoretical and practical skills for the benefit of clients and society., To contribute to technological advancement globally., to enhance knowledge and understanding in the field of IT, and to provide better service.

Driven to learn quickly, advance computer proficiency, and receive training in industry operations. A solid background in field and office settings supports team needs. Flexible and hardworking team player focused on boosting productivity and performance with conscientious and detail-oriented approaches.

Skills

- Time management
- Leadership skills
- GitHub and other software version management systems
- UNIX
- Research and development
- User experience (UX and UI) design
- Web service and application development
- Mobile applications
- Enterprise Resource Planning (ERP) systems
- File management and data backup
- Customer support, CRM systems
- Computer maintenance
- Accounting
- IT systems
- Office tools: Word, Excel, Outlook
- Decision making
- Computer skills
- -Quick learner

Experience

MAY 2023 - JUNE 2023

KETEPA Nairobi Depot, Nairobi – Intern

- Gained hands-on experience in QlikSense, SFA (Sales Force Automation), and iScala servers.
- Assisted in data analysis, report generation, and ensuring smooth system functionality.
- Collaborated with the team to identify areas for improvement, implementing solutions to enhance efficiency and accuracy.
- Created dashboards and reports that provided valuable business intelligence to the management team.
- Ensured data integrity, troubleshooting issues, and supported users in utilizing systems effectively.
- Assisted in server maintenance tasks, ensuring smooth functioning of the system and data integrity.

MAY 2022 - JULY 2022

Githongo Tea Factory, Meru – Attachee

- Gained hands-on experience with SAP, focusing on inventory management, procurement, and sales.
- Assisted in data entry and management within SAP, ensuring accurate and up-to-date information for smooth operations.
- Learned about the tea leaf procurement process, including logistics, quality control, and supplier relationships.
- Participated in the manufacturing process, including sorting, drying, and packaging tea leaves while maintaining quality standards.
- Contributed to efficient production and gained a comprehensive understanding of the tea value chain and industry operations.

Education

JUNE 2024 - JULY 2024

The Visiola Foundation, Online – Data Analytics Using Python and SQL

Awarded a certificate of participation.

- Completed a course focused on Data Analytics using Python and SQL.
- Developed skills in data manipulation, analysis, and visualization.
- Gained hands-on experience working with real-world data sets and creating insightful reports.
- Enhanced proficiency in Python programming for data analysis and SQL for database management.

JUNE 2019 - APRIL 2023

Meru University of Science and Technology, Meru, Kenya – Bachelor of Science in Computer Science

Awarded a certificate with Second Class Upper Division.

- Acquired a comprehensive understanding of computer science disciplines, including programming, algorithms, database management, and software development.
- Developed skills in Business Intelligence (BI), focusing on data analysis and visualization tools.
- Completed several projects applying theoretical knowledge to practical settings, including an Android development project where I created a mobile application from scratch.
- Enhanced programming skills and gained insights into developing user-friendly and efficient mobile applications.

FEBRUARY 2015 - NOVEMBER 2018

Chuka Girls' High School, Tharaka Nithi, Kenya – Kenya Certificate of Secondary Education

- Demonstrated leadership as a Captain, managing a team of prefects and organizing community activities to foster a positive and inclusive environment.
- Balanced academic performance with active involvement in extracurricular activities, showcasing strong time management and leadership abilities.

Awards

1. Certificate of Second Class Upper Division

Meru University of Science and Technology

Awarded for achieving a strong academic performance in the Bachelor of Science in Computer Science program.

2. Certificate of Participation in Data Analytics

Visiola Foundation

Completed a program focused on Data Analytics using Python and SQL, enhancing skills in data manipulation, analysis, and visualization.

Links

LinkedIn: [linkedin.com/in/caroline-gatwiri](https://www.linkedin.com/in/caroline-gatwiri)

GitHub: github.com/Caroline-Gatwiri

Languages

- English: Native
- Swahili: Native

References

Ezekiel Leting, Manager, Githongo Tea Factory

Phone: +254722217733

Email: eleting@gmail.com

Erick Ochieng Nyagilo, Database Administrator, KETEPa

Phone: +25479598285

Email: enyagilo@ketepa.com

Alex Thuku, Software Engineer, KETEPa

Phone: +254722925558

Email: athuku@ketepa.com