

“HBS Enumerator application CV”

DAVID CHIOK DHUOR DONG

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MANAGEMENT & ANALYSIS

Motivated and results-driven Business School student seeking a challenging position within a large organization as a Enumerator. Offering a strong foundation in business strategy, data analysis, and project management, with a proven ability to drive efficiency, deliver successful outcomes and collaborate within cross-functional teams. Committed to leveraging analytical skills and strong educational background to support organizations in achieving their goals. With a strong community leadership skills am fully prepared for the logistics involved in planning, fieldwork and travel necessary for data collection.

KEY COMPETENCIES

Report writing and presenting.	Process improvement Data-driven strategic planning.	Strong interpersonal skills.
Critical thinking skills.	Risk assessment.	Proactive and self-motivated.
Excellent communication skills.		Exceptional organizational skills.

PROFESSIONAL EXPERIENCE

African Wealth Management Authority (AWMA) Co.Ltd

Feb 2024 - Present

Working with the finance administrative team. Produce quarterly financial reports outlining financial data to assist management with making strategic plans and Operational decisions .Execute vendor setup and payment administration of bank accounts and account moreover creating organizational structures to improve accounting and finance functions .Once took the role of a liaison that equipped me with organizational skills and integrity.

Jumia Co.Ltd. Business minor Analyst Intern

Nov 2023-Jan 2024

Developed and implemented a streamlined process for gathering business requirements, reducing project delivery time by 14%. Developed and implemented a standardized reporting framework, resulting in improved visibility of key performance metrics and enabling data-driven decision-making at all levels of the organization. Assisted the financial advisory team in preparing presentations and reports.

Project Management Assistant

Sept 2023 - Aug 2023

Conducted market research to support investment recommendations and assisted project managers in planning and executing various projects, ensuring adherence to project timelines and deliverables. Monitored project

budgets, tracked expenses, and prepared financial reports to ensure cost-effectiveness and adherence to financial guidelines.

Dioceses of Eldoret, Nandi, Elgeyo Marakwet

Was elected as a chairperson of the dioceses of 3 counties back in Kenya to represent youths for a duration of 4 years.

During the process of the leadership developed strong interpersonal skills, report writing and present, exceptional organizational skills and strong communication skills

EDUCATION

Bachelor of science in Finance

The Kenya Institute of Management 2024 upto date

Cursa Digital garage

School(Harvard University)

Corporate finance (online)

Digital marketing (online)

Extracurricular activities

English

Swahili

Arabic(average)

Native fluency

References

Mr. Alfred

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