

DOREEN MONG'INA

DATA ANALYST | FINANCE, ECONOMICS, AND STATISTICS
SPECIALIST

CONTACT

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EDUCATION

**BACHELOR OF ECONOMICS
AND STATISTICS • JULY
2019**

Kenyatta University, School of
Economics, Nairobi, Kenya.

**CERTIFIED PUBLIC
ACCOUNTANT (CPA)
INTERMEDIATE LEVEL).
DECEMBER 2021 - PRESENT**

Kenya Accountants and
Secretaries National
Examinations Board (KASNEB)

**GROWING LEADERS
PROGRAMME, CERTIFICATE
IN LEADERSHIP
DEVELOPMENT AND
MEMBERSHIP. JANUARY –
APRIL 2019**

Kenyatta University, School of
Economics, Nairobi, Kenya.

**DATA ANALYSIS WITH SPSS
AND ADVANCED EXCEL.
JANUARY – APRIL 2019.**

PROFILE

Detail-oriented and results-driven Data Analyst with a robust foundation in economics and statistics. Proficient in data analysis tools including Excel, Power BI, SPSS, and SQL. Demonstrated expertise in data cleaning, transformation, and visualization to support data-driven decision-making. I am skilled at conducting comprehensive data interpretation and delivering strategic insights that optimize organizational performance. Adept at collaborating with cross-functional teams to ensure data accuracy and reporting efficiency. Excellent communication and presentation abilities with keen attention to detail.

EXPERIENCE

RESEARCH ASSISTANT • MARCH 2024 - JULY 2024.

Machakos University – Nairobi, Kenya

- Assisted in data collection and management for the H2 Atlas Africa Project, contributing comprehensive project reports.
- Coordinated stakeholder workshops, facilitating collaboration among academic and industry partners.
- Performed data analysis and synthesis to support strategic decision-making and reporting requirements.
- Maintained accurate documentation and ensured data integrity throughout project phases.
- Delivered presentations to stakeholders, summarizing key findings and recommendations.

SALES REPRESENTATIVE • OCTOBER 2022 - NOVEMBER 2023.

APA Insurance Limited, Nairobi, Kenya.

- Developed and executed targeted marketing strategies to increase client acquisition by 20% within the first year.
- Built and maintained strong client relationships through proactive engagement and personalized service.
- Conducted needs assessments to offer customized insurance solutions, resulting in high client satisfaction and retention rates.
- Prepared detailed sales performance reports and analyzed client data to inform marketing strategies.
- Collaborated with team members to develop best practices for customer outreach and follow-up.

Institute of Advanced Technology
(IAT)

**INTERNET AND COMPUTER
CORE CERTIFICATION.**
APRIL 2015 - JULY 2015.

St. Ann's College, Kisii, Kenya

**KENYA CERTIFICATE OF
SECONDARY EDUCATION
(KCSE).** 2011 - 2014

PROFESSIONAL CERTIFICATION

Google Data Analytics
Professional Certificate –
Coursera

KEY SKILLS

Data Cleaning and
Transformation
Data Visualization (Tableau,
Power BI)
Data Analysis (SQL, R)
Statistical Analysis
Spreadsheet Proficiency
Financial Reporting
Project Coordination
Strategic Planning and Analysis
Presentation and Communication
Skills
Marketing and Sales Strategies

STRATEGY AND PLANNING OFFICER • JUNE 2021 - JUNE 2022.

Sacco Societies Regulatory Authority (SASRA), Nairobi, Kenya.

- Analyzed and interpreted financial data to develop strategic insights and support the planning and budgeting processes.
- Drafted comprehensive reports, including financial performance reviews and budget forecasts.
- Engaged with stakeholders to align strategic initiatives with organizational goals and priorities.
- Managed office administration tasks, ensuring accurate documentation and compliance with regulatory standards.
- Facilitated training sessions to enhance team efficiency in data handling and financial reporting.

FINANCE INTERN • MARCH 2018 - MAY 2018.

Kenyatta University City Campus. Nairobi, Kenya.

- Updated and maintained the asset register, ensuring accurate and up-to-date financial records.
- Coordinated receipt and banking of cheques while addressing student finance inquiries promptly and professionally.
- Assisted in auditing financial transactions and reconciling discrepancies to maintain data accuracy.
- Provided administrative support to the finance team, contributing to streamlined financial operations.

REFERENCES

- Prof. Jones Agwata, Lecturer, Machakos University (agwatas@gmail.com, +254 733 150263)
- Peter Owira, Head of Strategy and Planning, SASRA (powira@sasra.go.ke, +254 722 446760)
- Paul Gachanja, Lecturer, Kenyatta University (gachanja.paul@gmail.com, +254 722 328057)