

## Contact

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## Top Skills

Data Mining

Data Modeling

Data Visualization

## Certifications

Microsoft Power Up Program – Low-code Maker Course Completion

Social Media Management

Cameras, Exposure, and Photography

Meta Certified Digital Marketing Associate

Attendance Hashgraph Developer

## Honors-Awards

Microsoft Power Up Program – Low-code Maker

## Publications

Unleash Your Inner Superhero: Conquer Code Collaboration with Git!

# Gichoya Macharia

Co-Founder Avacertify | Ambassador @ Project 360 IWFL Program | Business Owner and Consultant with @ Prodapt  
Nairobi County, Kenya

## Summary

My journey in data processing and CRM excellence culminated in a transformative role at YellowDot Energy, where I streamlined product management and data integrity. With a Bachelor's degree in Purchasing, Procurement, and Contracts Management from Egerton University and specialized training in Data Processing from Moringa School, my expertise has been sharpened to deliver meticulous data accuracy and effective CRM administration.

As an Ambassador at Project 360 IWFL Program and a Business Owner, I blend my sales and marketing prowess with robust organization skills. I am driven by a passion for empowering others, fostering connections that transcend professional boundaries, and contributing to a legacy of knowledge and excellence that resonates within my network and beyond.

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## Experience

### Project 360 IWFL Program

Ambassador

November 2024 - Present (4 months)

Nairobi County, Kenya

As an ambassador for the Ignite Wisdom For Life (IWFL) Program, I aim to promote this transformative initiative by sharing its vision and value within my network. My role involves recruiting participants, answering their questions, and guiding them through the registration process. Being part of this program will allow me to contribute to empowering individuals to discover their purpose and achieve excellence in all aspects of life.

### BobbyBob Cyber and Accessories

Business Owner

December 2022 - Present (2 years 3 months)

Nakuru, Kenya

Deals with all types of printing and printing accessories. Also offers Mobile and computer accessories

YellowDot Energy Company  
Data Entry Controller and CRM  
August 2023 - March 2024 (8 months)  
Nairobi County, Kenya

#### Product Data Management:

Orchestrated the seamless upload of 200 products onto the Yellow Dot platform within an ambitious 2-month timeframe.

Executed a data transformation initiative, converting information from PDF catalogues into Excel, meticulously customized for the website, ensuring error-free uploads.

#### Data Accuracy and Cleanup:

Spearheaded data cleanup efforts, meticulously removing unnecessary punctuations and bullets from product descriptions to uphold website accuracy. Demonstrated efficiency by swiftly correcting spelling mistakes for 1200 products within a tight 2-week timeframe.

#### CRM and Admin Excellence:

Generated comprehensive spreadsheets to meticulously track vital vendor information and products.

Orchestrated the update of vendor information in a centralized database, coupled with proactive coordination and follow-up calls.

Implemented organizational strategies to streamline existing data within spreadsheets, ensuring accuracy and relevance.

Verified and rectified outdated data, championing a commitment to data integrity.

#### # Office Operations:

Proficiently operated common office equipment, including scanners and printers.

Provided occasional administrative support, ensuring the smooth flow of day-to-day tasks.

Methodically sorted and organized hard copies of paperwork after electronic data entry.

#### Team Collaboration and Support:

Collaborated on special projects, offering valuable assistance and ensuring successful completion.

Maintained active involvement in team tasks, providing consistent follow-up and support across departments on an ad-hoc basis.

In this dynamic role, I've combined technical expertise with a keen eye for detail, consistently delivering high-quality results in data management and administrative functions. Excited to contribute my skills to dynamic teams and projects. Open to networking and exploring opportunities.

### Happy Go Ltd

#### Front Desk Agent

February 2022 - December 2022 (11 months)

Nakuru, Kenya

I began my journey here as a part-timer, quickly transitioning into a full-time role after initially serving as a reliever during night shifts. My strength shone in effectively managing customer transactions, specifically deposits and withdrawals, while also addressing inquiries related to their accounts. My efficiency extended to daily reporting, where I diligently provided accurate summaries of the previous day's activities. This commitment to detail and organization contributed to the smooth operation of the team and the overall effectiveness of our services.

### Dimkes DT Sacco

#### Teller

January 2018 - December 2021 (4 years)

Banana, Kiambu, Kenya

I embarked on my journey with the company as an intern immediately after completing my graduation. During my time there, I undertook the responsibility of educating our valued customers on the features and usage of online banking platforms and mobile apps.

I also took charge of handling telephone inquiries, providing comprehensive information about various banking products such as checking, savings, loans, and lines of credit. My focus on customer satisfaction led me to efficiently manage a variety of transactions including money orders, cashier's checks, deposits, and withdrawals. By doing so, I aimed to minimize waiting times and ensure a seamless experience for our clients. Recognizing potential sales opportunities, I actively directed customers towards the appropriate branch partners specializing in financial services. In addition, I demonstrated strong organizational skills by effectively managing inventory levels and consistently

updating databases. This ensured that customer supplies and the personal teller station were consistently replenished and ready for use.

I also excelled at cross-selling strategies, effectively presenting investment opportunities to both prospective and existing clients, contributing to the growth of Dimkes investments Sacco.

My commitment to excellence was evident through my impeccable attendance record. I made it a point to arrive punctually and fully prepared to contribute to the team's success. Through unwavering dedication, I believe I made a positive impact on the organization by consistently striving to achieve all set goals and objectives.

## Netcen

### Field Sales Representative

October 2017 - November 2017 (2 months)

Nairobi County, Kenya

Our team was entrusted with the exciting project of introducing a newly developed Android application designed to facilitate seamless connections between motor vehicle spare part sellers and their valued customers. In this role, I played a pivotal part in expanding our market reach through the successful implementation of innovative sales strategies across all stages of the sales cycle.

I demonstrated my ability to effectively convey the value of our products to clients by utilizing dynamic presentations and practical use-case scenarios. This approach not only captured their interest but also showcased the tangible benefits our solutions could offer. Through these efforts, I proudly achieved our set sales goals and service targets by nurturing and solidifying new customer relationships. My dedication to driving success ultimately contributed to the overall growth and success of the venture.

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## Education

### Africa Data school

Associate's degree, Data analytics and Machine Learning · (May 2021 - October 2024)

### Moringa School

Data Processing · (February 2023 - September 2023)

### Egerton University

Bachelor's degree, Purchasing, Procurement/Acquisitions and Contracts  
Management · (May 2014 - December 2017)

Christ the King Training Institute  
· (January 2014 - June 2014)

Kijabe Boys high school  
High School Diploma, High School/Secondary Diplomas and  
Certificates · (February 2010 - November 2013)