CURRICULUM VITAE

NAME: KELLY INDECHE

MOBILE: 0797394102

EMAIL: kellyindeche@gmail.com

Personal Profile Statement

A diligent and adaptable graduate with a strong academic background in Information Science, specializing in Information Technology and Systems. I possess excellent organizational, analytical, and problem-solving skills, with hands-on experience in data management, IT support, and administrative tasks. Eager to apply my knowledge and contribute effectively in various roles within a dynamic organization. Committed to continuous learning and personal development to meet evolving challenges.

Education

BSc Information Science (Information Technology)

Jomo Kenyatta University of Agriculture and Technology

2021 - 2024

Certificate in Computer Packages

Kenema College

June - August 2021

Kenya Certificate of Secondary Education (KCSE)

St. Ignatius Mukumu Boys

2017 – 2020

Grade: B

Kenya Certificate of Primary Education (KCPE)

2009 – 2016

Experience

Attachment, Nairobi City County

September - November 2023

- Assisted in data entry, record organization, and management.

-Assisted in database management and data analysis.

- Developed strong attention to detail, ensuring accuracy in data handling and compliance with standards.

- Gained experience in administrative tasks and provided basic IT troubleshooting support.

General Assistant, JKUAT Library (Part-time)

January – August 2024

- Supported various library operations, including material organization and maintenance of an orderly environment.

- Assisted with basic data-related tasks, ensuring accurate record-keeping and efficiency in operations.

-Helped with customer service roles

Skills

-Data Analysis & Management: Proficient in data analysis, cleaning, and visualization using tools like Power BI, Python (with libraries such as NumPy and Matplotlib), and MySQL, ensuring data-driven insights and decision-making.

-Attention to Detail: Skilled in maintaining accuracy and efficiency in data handling and task execution.

-Problem-Solving & Critical Thinking: Able to approach challenges with creativity and logical analysis.

-Organizational Skills: Proven capability to manage and prioritize multiple tasks effectively.

-Adaptability: Quick to learn and thrive in new environments and responsibilities.

-Analytical Abilities: Experience with data analysis tools and techniques for problem-solving.

-Communication: Effective communicator with the ability to convey information clearly.

-Willingness to Learn: Strong motivation for continuous learning and professional growth.

References

Available upon request.