

Lisa Wangari Kagendo

+254 716834736 | icarren98@gmail.com | www.linkedin.com/in/lisa-kendi-355051153 |
<https://github.com/KendiSookie> | Kenya

SUMMARY

A Data Analyst with extensive knowledge in advanced Excel, SQL, Python, R, Hybrid ERP, Sales Force Automation, Power BI and Tableau, I am passionate about leveraging these tools to extract valuable insights from data. I have honed my analytical skills through years of experience in data analysis, statistical modelling, and machine learning. My expertise in creating interactive dashboards and reports with a focus on delivering actionable insights has enabled me to present complex data findings to both technical and non-technical stakeholders in an engaging and understandable way.

SKILLS

- Proficiency in data analysis using tools such as Excel, SQL, Python, and R, with a solid understanding of advanced functions, pivot tables, macros, and complex queries.
- Skilled in data modelling and statistical analysis, with experience in designing and implementing predictive models using machine learning algorithms such as linear regression, neural network, and Xgboost.
- Experience in data visualization using Power BI and Tableau, with the ability to create interactive dashboards and reports to communicate insights to stakeholders.
- Solid foundation in programming languages such as Python and R, with expertise in data wrangling and visualization.
- Practical experience in statistical analysis using statistical packages including Excel, with proven skills in mining, evaluation, analysis, and visualization.
- Excellent technical writing skills, with experience in creating queries, reports, and presentations.
- Familiarity with Hybrid ERP systems and sales force automation software such as Microsoft Dynamics CRM.

PROJECTS

Microsoft Excel

- Analysis for Social Buzz:

<https://drive.google.com/drive/folders/15gvAx5l48QHyoABSM94NikX92sAPu4Zc?usp=sharing> Used excel worksheet to make an analysis of the big data provided by Social Buzz of how they can track the company growth and areas of improvement.

- Vrinda Store Analysis:

https://drive.google.com/drive/folders/1Dsu35u4hAkDhHR0gdD0bJIIhLh_EKYpN?usp=share_link Used Excel worksheet to get an understanding of the sales done in the store. [Machine Learning Python](#)

- Predictive Model for Financial Inclusion:

https://colab.research.google.com/drive/1iYlo_vGJyaW2FZd6TuNDzHe8CgHPBn1?usp=sharing
Developed a machine learning model using Python to predict which individuals are most likely to have or use a bank account.

- Predictive Model for Brain Stroke:

https://colab.research.google.com/drive/1WT_fSqR8tKZobAJUqeAmRfLoe04L3VB?usp=sharing
Developed a machine learning model using Python to predict the likelihood of a patient getting a stroke.

R Programming

- Predictive Model for Customer Giving Positive Response:

<https://rpubs.com/Antonia123/997094>

Teamed up to develop a machine learning Model using R to predict the chances of a customer giving positive response.

EXPERIENCE

Administrative Assistant | Total Solutions Limited July
2022 - Present | Mombasa

- Draft memos and emails on behalf of the company.
- Organize and manage company events.
- Manage the office calendar and schedule appointments.
- Act as the point of contact for clients and vendors.
- Handle account receivables and payables.
- Manage office inventory and order supplies as needed.
- Address customer questions and concerns in a professional manner.
- Respond to customer emails and phone calls in a timely manner.
- Implement workflows in Hybrid Erp systems to manage and track customer orders, invoices and shipments.
- Analyse data and provide insights. This involves using tools such as Excel and PowerPoint to create reports and presentations that summarize key findings and recommendations.
- Proficient in Microsoft Office suite.

Junior Accountant | V.K. Hirani Suppliers

February 2017-December 2021 | Mombasa

- Review invoices for accuracy and completeness and process payments to vendors and suppliers.
- Prepare and process purchase orders and maintain accurate records of transactions using QuickBooks.
- Reconcile bank statements and credit card statements to ensure accurate recording of financial transactions.
- Assist with month-end and year-end close processes, including preparing and posting journal entries, reconciling accounts, and generating financial reports.
- Maintain and update general ledger accounts, ensuring the accuracy of financial data and records.
- Assist in the preparation and analysis of financial statements and reports, including balance sheets, income statements, and cash flow statements.
- Process payroll and maintain accurate payroll records, ensuring compliance with applicable laws and regulations.

- Assist with budget preparation and analysis, including tracking expenses and identifying trends and variances.
- Assist with audits and regulatory reporting, ensuring compliance with accounting principles and regulations.
- Maintain accurate and organized financial records and documents, ensuring timely retrieval and safe storage.
- Communicate effectively with internal and external stakeholders, including vendors, customers, and auditors, to resolve issues and provide information as needed.

Key Accomplishments:

- Created a website that helps the company connect with clients around Mombasa.

EDUCATION

Moringa School Limited | Data Science Expected May. 2023

- Utilized different optimizers and algorithms to make good predictions.
- Used Python, MySQL, Excel and R programming languages for data cleaning, training, testing, splitting, and machine learning.

Moringa School Limited | Data Analytics Expected May. 2023

- Specialized in data analytics.
- Proficient in Tableau, Excel and Power Bi for data visualization.
- Proficient in Python, Excel and SQL for data cleaning.

Jomo Kenyatta University of Agriculture and Technology | Information Technology Graduated .2020

- Proficient in programming and website development.
- Completed an attachment under V.K. Hirani Supplies, where I created a functional website.

REFEREES

I would like to confirm that I am able to provide professional references upon your request.