Lisa Wangari Kagendo

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https://kendi798.github.io/kendi.github.io/ | Kenya

SUMMARY

Data Analyst proficient in advanced Excel, SQL, Python, R, Hybrid ERP, Sales Force Automation, Power BI, and Tableau. Passionate about utilizing these tools to extract valuable insights from data. Skilled in data analysis, statistical modelling and machine learning. Expertise in creating interactive dashboards and reports that deliver actionable insights to both technical and non-technical stakeholders. Effective at presenting complex data findings in an engaging and understandable manner.

EXPERIENCE

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

- Efficiently handle administrative tasks such as drafting memos, managing calendars, and scheduling appointments, ensuring smooth operations within the company.
- Act as a reliable point of contact for clients and vendors, addressing their inquiries and concerns in a professional manner, fostering positive relationships.
- Expertly manage financial responsibilities, including account receivables and payables, ensuring accuracy and timely processing.
- Streamline workflow and boost productivity through effective time and task management, while also implementing and optimizing Hybrid Erp systems for efficient order, invoice, and shipment tracking.

Junior Accountant | V.K. Hirani Suppliers

February 2017-December 2021 | Mombasa

- Ensure accuracy and efficiency in financial processes by reviewing invoices, processing payments, and maintaining meticulous records using QuickBooks.

- Analyse and interpret financial data, including budgeting, expense reports, and pricing models, to identify cost drivers, evaluate trends, and provide actionable recommendations.
- Support month-end and year-end close processes by preparing journal entries, reconciling accounts, and generating financial reports, while also assisting with budget preparation and analysis.
- Facilitate audits and regulatory reporting, maintaining compliance with accounting principles and regulations, while effectively communicating with stakeholders to resolve issues and provide necessary information.

Key Accomplishments:

- Developed and launched a client-connecting website for water companies specifically designed to enhance the company's reach and engagement with clients in the Mombasa region.

SKILLS

- Proficient in advanced data analysis tools: Excel, SQL, Python, and R. Skilled in complex functions, pivot tables, macros, and intricate queries, enabling comprehensive data analysis and modelling.
- Strong research capabilities: Experienced in data collection, cleaning, and validation for accurate and reliable data.
- Data visualization expertise: Proficient in Power BI and Tableau.
- Version control proficiency: Experienced in Git and GitHub. Manages repositories, branches, merges, and collaborative workflows.
- Statistical analysis skills: Practical experience in statistical analysis using Excel and statistical packages.

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 and statistics.

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.

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.

Machine Learning Python

- Predictive Model for Financial Inclusion:

https://colab.research.google.com/drive/1iYlo_vGJyjaW2FZd6TuNDzHe8CgHPBn1?usp=sharing
Developed a machine learning model using Python to predict which individuals are most likely to have or use a bank account.

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.