

Emmanuel Ouma Magak

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Profile

Detail-oriented Data and Project Support Assistant having hands-on experience of data collection, validation, digital filing systems and SOP driven workflows within NGO environment. I have Strong background in data analysis with Excel, how we present & document data related to information - becoming increasingly well versed in Monitoring & Evaluation, dashboards and digital data tools. Proven capacity to assure the data quality, confidentiality and timely reporting, and supporting projects teams with technical, operational and IT related tasks.

Career Objective

To try to contribute to the monitoring, evaluation and data management processes in development programs through ensuring high quality processes in data collection, analysis, reporting and knowledge management, as well as work on efficient digital processes and evidence based decision making.

Key areas of expertise

- Monitoring & Evaluation Support (Data Collection, Validation, Reporting).
- Data Entry, Cleaning, Analysis & Quality Assurance.
- Excel-Based Dashboards & Data Visualization.
- Digital Filing Systems & Database Management.
- Knowledge Management & Documentation.
- SOP Compliance & Confidential Data Handling.

Education Background

2022 – 2024 I Diploma in Information Technology- Zetech University.

Ongoing – 2027 Bachelors in computer science - International university of applied Sciences.

Certifications and Trainings

- **Data Management & Analysis** – University of Nairobi (2024)
Data organization, cleaning, validation, and information integrity for institutional system.
- **Introduction to Data Science** – KIBO School (2024)
Data cleaning, visualization, and dashboard creation using Power BI and Looker Studio.

Professional experience

Organization: SHOFCO.

Position: Data Clerk

Duration: January 2025 – ongoing.

- Supporting routine data collection and validation to ensure accuracy, completeness, and compliance with organizational standards.
- Cleaning, organizing, and maintaining structured datasets and digital records to support reporting and decision-making.
- Using Microsoft Excel to track workflows, deadlines, and data consistency across multiple activities.
- Maintaining digital filing systems and databases, ensuring proper version control and easy retrieval of project information.
- Applying Standard Operating Procedures (SOPs) to data handling, documentation, and confidentiality.
- Supporting preparation of reports, summaries, and documentation for internal program monitoring.
- Coordinating calendars, schedules, and information flow to support program operations and team efficiency.

Organization: SHOFCO

Position: Intern

Duration: July 2024 – Dec 2024.

- Conducted data entry, verification, and cleaning from paper-based tools into electronic systems.
- Verified records against defined standards to ensure data quality and consistency.
- Organized and archived electronic documents to support knowledge management.
- Supported updates and corrections of datasets to maintain accurate and reliable information.

Skills & Abilities

- Monitoring & Evaluation Support (Data Collection, Validation, Reporting)
- Data Entry, Cleaning, Analysis & Quality Assurance
- Excel-Based Dashboards & Data Visualization
- Digital Filing Systems & Database Management
- Knowledge Management & Documentation
- SOP Compliance & Confidential Data Handling
- IT & Digital Tools Support (Excel, Power BI, Looker Studio)
- Project & Operational Support (Trainings, Meetings, Reporting)
- Stakeholder Coordination & Information Flow

Referees

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