

# **CHARLES MAINA**

*Data enthusiast / Data analyst / Statistician*

P.O. Box 31-30105, Soy, Kenya |  +254 717219961

[LinkedIn Profile](#) | [Email](#) | [Portfolio](#) |

## **SUMMARY**

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- Detail-oriented and analytical Data Analyst with 3+ years of experience leveraging data to drive business and operational decisions in agriculture, biotech, and government sectors.
- Skilled in transforming raw datasets into actionable insights using tools like Power BI, SQL, and Excel.
- Proven track record in dashboard development, forecasting, and performance monitoring.
- Adept at collaborating across teams and improving data workflows to support strategic goals

## **EDUCATION**

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**Bachelor of Science in Applied Statistics with Computing – Second Class Honors Upper Division**

University of Eldoret – Eldoret, Kenya

*August 2014 – October 2018*

**Kenya Certificate of Secondary Education- Mean Grade A-**

St. Gabriel's Mission Secondary School –Nakuru, Kenya

*March 2008 – November 2013*

**Kenya Certificate of Primary Education- Mean Grade B (337 marks)**

Aligula Primary School –Kakamega, Kenya

*March 2000 – November 2007*

## **SKILLS**

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- Data Analysis & Visualization
- Power BI, SQL, Excel (Advanced), DAX
- Statistical Modeling & Forecasting
- Dashboard & KPI Development
- Data Cleaning & Validation
- Cross-Department Collaboration
- ERP/Inventory Data Handling
- Reporting & Performance Track

## WORK EXPERIENCE

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### Production Data Clerk

*Kentegra Biotechnologies Ltd – Athi River, Kenya*

**Oct 2023 – June 2025**

- Ensured efficient data collection and analysis of large production datasets to support operational decisions.
- Developed and maintained dashboards and automated reports using Power BI and Excel.
- Built advanced data models to forecast production scenarios and optimize resource planning.
- Identified trends and bottlenecks in production processes, enabling continuous improvement.
- Collaborated with cross-functional teams to streamline data flows and support KPI monitoring

### Sales and Data Officer

*One Acre Fund – Kitui, Kenya*

**Apr 2023 – Oct 2023**

- Collected and analyzed sales, loan repayment, and client behavior data across multiple field teams.
- Built Excel-based performance dashboards to monitor team KPIs and repayment trends.
- Generated weekly and monthly reports for management to support operational planning.
- Supported forecasting and resource allocation processes for agricultural input distribution.
- Collaborated with field teams to validate and improve data accuracy and integrity.

### Economist/Statistician Intern

*State Department for Mining – Nairobi, Kenya*

**Oct 2019 – Oct 2020**

- Conducted statistical analysis on mining sector data to support government planning and policy.
- Created visualizations and reports using Excel and Power BI for investment and resource monitoring.
- Integrated multi-source data for evaluation of mining licenses and production metrics.
- Assisted in forecasting and trend analysis to support departmental strategies.

## CERTIFICATIONS AND TRAININGS

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- Data Analysis in Python – *DataCamp*
- Applied Statistics in Python - *DataCamp*
- Associate Data Analyst in Power Bi - *DataCamp*

- Associate Data Analyst in SQL – *DataCamp*
- Virtual Assistant Training Program – *ALX Africa*(Focus: data entry, research, digital tools)

## LANGUAGES

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- English - Fluent
- Kiswahili - Fluent

## REFEREES

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- **Mr. Allan Onyango** - Area Manager , One Acre Fund  
 0792694846  [allan.onyango@oneacrefund.com](mailto:allan.onyango@oneacrefund.com)
- **Ms. Judy Magu** - Senior Economist, State Dept. for Mining  
 0721214754  [judycera44@gmail.com](mailto:judycera44@gmail.com)
- **Ms. Mary Mukulu** – Warehouse Manager, Kentegra Biotechnologies  
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