



CAROLINE MUINDE

DATA ANALYST | ADMINISTRATION | PUBLIC RELATIONS | PROJECT MANAGEMENT
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OBJECTIVE

To contribute towards an organization's growth and profitability through professional commitment

SOFT SKILLS

Ability to multi task therefore, effective under high pressure and strict deadlines

Well organized, Fast and Accurate; as a result high achiever

Quick learner, Gives attention to detail,

Creative, Patient, Passionate, Persistent

Good interpersonal Relationships

HOBBIES

- Reading books
- Swimming
- Photography
- Playing Chess

PROFILE SUMMARY

I am a versatile Data Analyst professional with a robust background in communication, public relations, administration, and project management. Having completed an intensive one-year program at Azubi Africa, I possess a strong foundation in data analysis, visualization, and machine learning. I am dedicated to leveraging data to drive informed decision-making and enhance business performance.

CORE COMPETENCIES

Languages & Frameworks: Python, SQL (MySQL & MS SQL), Excel, Power BI, Pandas, NumPy, Scikit-Learn, Streamlit, FastAPI

Tools & Methodology: Scrum, Git & GitHub, Jupyter Lab, VsCode, Docker

SKILLS AND KNOWLEDGE IN DATA ANALYTICS

Analytics with MS Excel: Proficient in using Excel for data analysis, including advanced functions, pivot tables, and data visualization.

Analytics with Python: Expertise in Python for data manipulation, analysis, and visualization using libraries like Pandas, NumPy, and Matplotlib.

Data Querying: Skilled in writing and optimizing SQL queries for data extraction and manipulation in MySQL and MS SQL.

Dashboarding with MS Power BI: Capable of creating interactive and insightful dashboards to visualize and present data effectively.

Machine Learning with Python: Knowledgeable in implementing machine learning models using Scikit-Learn.

Time Series Analysis: Experienced in analyzing time-series data to identify trends, patterns, and forecasts.

Development and Deployment: Proficient in developing and deploying APIs using FastAPI, ensuring seamless integration and data accessibility



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TECH SKILLS

- Data Analysis
- Machine learning
- Application Programming
- Microsoft Office Excel
- Microsoft Word
- Power Point
- Tableau
- Power BI
- Python
- My SQL
- Docker

REFEREES

Mr. Joel Mutonga
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CEDAR Communications Limited
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Ms. Janet Chelangat
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DATA ANALYTICS PROFESSIONAL EXPERIENCE

Data Analyst Student *Azubi Africa* April 2023 – April 2024

- Conducted data analysis using Python and SQL to derive actionable insights.
- Developed interactive dashboards in Power BI to visualize key metrics and trends.
- Collaborated with cross-functional teams using Scrum methodology to deliver projects efficiently.
- Implemented machine learning models for predictive analytics and data-driven decision-making.
- Utilized Git & GitHub for version control and collaborative development.
- Deployed applications using Docker to ensure a consistent and reliable environment.

Additional Background:

Communication & Public Relations: Skilled in crafting compelling narratives, managing media relations, and executing effective communication strategies.

Administration: Experienced in office management, ensuring efficient operations and organizational effectiveness.

Project Management: Proficient in planning, executing, and overseeing projects to ensure they are completed on time, within scope, and budget.

EDUCATION

BA IN COMMUNICATION • AUG 2002 - DEC 2007 • DAYSTAR UNIVERSITY
Graduated with a 3.21 GPA out of 4.0

Core subjects included Strategies of Communication, Interpersonal Communication, Communication Ethics, Public Speaking, Public Relations, Principles of Marketing and Advertising, among others

CERTIFICATE OF PROFICIENCY IN INSURANCE • JAN 2023 - APR 2023 • COLLEGE OF INSURANCE
Fundamentals of Insurance and Introduction to General Insurance

DATA ANALYST PROFESSIONAL COURSE • APR 2023 - APR 2024 • AZUBI AFRICA
Core subjects:

Languages & Frameworks: Python, SQL (MySQL & MS SQL), Excel, Power BI
Pandas, NumPy, Scikit-Learn, Streamlit, FastAPI

Tools & Methodology: Scrum, Git & GitHub, Jupyter Lab, VsCode, Docker

Skills: Analytics with MS Excel, Analytics with Python, Data Querying with MS SQL and MySQL,

Dashboarding: with MS Power BI, Machine Learning with Python, Time Series Analysis

Development and Deployment: API (Application Programming Interfaces) Development



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