

CAREER SUMMARY

Highly motivated and detail-oriented data analyst with a proven track record of deriving actionable insights from complex datasets and enhancing operational efficiency. Proficient in developing data-driven reports and dashboards using Excel and Power BI. Expertise in data analysis techniques, automation, and data integration. Seeking to leverage analytical skills to contribute to impactful data-driven initiatives.

CAREER OBJECTIVE

To obtain a challenging position as an Advanced Excel & Power BI Expert (or related data analysis role) where I can apply my expertise in data analysis, automation, and visualization to optimize data processes and drive informed decision-making. Eager to contribute to a dynamic organization by delivering impactful data solutions.

SKILLS

- **Advanced Excel:** Power Query, Power Pivot, DAX, VBA, Macros, Data Analysis, Reporting, Automation
- **Power BI:** Dashboard Development, Data Visualization, DAX, Data Modeling, Integration
- **Data Analysis:** Data Mining, Statistical Analysis, Data Cleaning, Data Integration, ETL Processes, Trend Analysis
- **Programming:** SQL, Python, R
- **Databases:** Relational Databases (SQL), Data Warehousing, MongoDB
- **Cloud:** Google Cloud Platform

EDUCATION BACKGROUND

Bachelor of Science in Information Technology

2016 - 2020 | Pioneer International University | Kenya

Kenya Certificate of Secondary Education

2011-2015 | Mariakani Secondary School | Kenya

PROFESSIONAL EXPERIENCE

Jan 2024 - Jan 2025, ICT Personnel, State Department of Labour and Skills Development

Specific responsibilities under this role included:

- Developed interactive Power BI dashboards to visualise labour market data, providing key insights for policy-making improvements.
- Automated data processing and report generation using Python and Excel, including Power Query for data extraction and transformation in PowerBI, resulting in a 30% increase in reporting efficiency.

- Integrated data from multiple sources, ensuring data quality and consistency for accurate analysis and reporting.
- Analyzed labour market trends and generated comprehensive quarterly reports using advanced Excel functions and data visualisation techniques.

Feb 2021 - July 2023 Data Analyst, Mombasa Water Supply and Sanitation Company Ltd.

Specific responsibilities under this role included:

- Designed and implemented Excel-based performance measurement dashboards to track key performance indicators (KPIs), enabling data-driven decision-making.
- Utilized statistical analysis and data modelling in Excel to analyze company data, providing insights that contributed to a 20% improvement in operational efficiency.
- Developed automated reports in Python to streamline data delivery and improve the efficiency of data collection systems.
- Collaborated with the IT department to enhance data collection processes and ensure data integrity.

KEY CAREER ACCOMPLISHMENTS

- Developed Web Scrapping tools for the Directorate of Labour Markets Research and Analysis.
- Participated in developing quarterly reports on Job opportunity analysis
- Developed a cross-platform mobile to track attendance
- Developed a cross-platform CIS mobile app to facilitate Data collection exercise.
- Developed data dashboards and reports for the CIS Project

TRAINING & WORKSHOP UNDERTAKEN

- Jan 2024 to March 2024 ALX
AI (Artificial Intelligence) Career Essentials
- Aug 2023 to Sep 2023 | Sage University
300P Sage 300 People Payroll Certification
- Jan 2022 to Feb 2022 | Ruforum
Training on Statistical Data Analysis for Post Graduate Students and Staff using R Programming Language

REFERENCES

Meldah Angir

Project Coordinator

Directorate of Labour Markets Research and Analysis - Kenya

Cell +254 0721 815483

Email: meldahangir@yahoo.com

Edwin Mwale

ICT Manager

Mombasa Water Supply and Sanitation Company Ltd.

Cell: +254720 743847

Email: mwaleedwin@gmail.com

Steve Ogwe Lucky

Lecturer

Pioneer International University

Cell +254 0721 385544

Email: stephen.ogwe@piu.ac.ke