

AGUNDA AUSTINE

Nairobi, KENYA

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Work Experience

XGO Limited

Nairobi

Credit Control Assistant

June 2022 - Present

- Collecting and recording customers' repayment and response records
- Analysis customers' credit records and requesting for due payments.
- Managing customers' information and reaction/ response records.

Contact: Winnie Ondiek - +254701307739 | winnieawino2014@gmail.com

Flax technologies

Remote

Human Resource Analyst - INTERN

February 2023 - June 2023

- Recording and organising employees' data and performance records.
- Analysing employees' data, example attrition rate, attendance or performance and presenting finding to the management.
- Preparing reports, dashboards, and visualization charts to communicate various findings for the HR manager
- Conducting research and training in various tools including data analysis.

Contact: Machisu Davis - +254792022299 | davismachisu@gmail.com

KIWASCO (Kisumu Waters and Sanitization Company)

Kisumu

Data Analyst – INTERN

January, 2021 – March, 2021.

- Collection, recording, analysis, and presentation of data pertaining to non-revenue water (NRW) company-wide.
- Statistically monitoring the performance and status of water systems
- Developing and maintaining statistical and relevant assessments such as water loss, prevalence of leaks and damages on the water system, and other related NRW information.
- Keeping and maintaining accurate records of field-data collected and findings from the data.
- Advising the NRW Engineer on the company's relative status and predictable future of NRW management with a focus on priority interventions.

Contact: Francis Okulo - +254720681193 / fokulo@kiwasco.co.ke

FOMCO International Limited

Remote

Contract Analyst - VOLUNTEER

July, 2020- September, 2020.

- Conducting contract reviews and identifying potential risks and opportunities for improvement.
- Cross & upselling company products and services.
- Gathering and analysing customers' feedback especially complaints analysis aiming to improve and better functional operation.
- Maintaining accurate records of all contracts, BQ (Bills of Quantity) and related documents.

Contact: Fredrick Ochieng' Ojwang' - +254 722 772258 | ojwangf@gmail.com

Technical Skills

| | |
|------------------------------|--|
| Strongest Areas | Data Analysis, FRONT-END development |
| Libraries/Frameworks | React, Node, Vite |
| Programming languages | HTML, HTML5, Vanilla CSS, Tailwind CSS, SCSS, JavaScript, Typescript, Python, R, SAS |
| Database | MongoDB, Firebase, SQL |
| Platforms & tools | Ms Excel, Ms Word, Ms Access, PowerPoint, WordPress, Vercel, Heroku, Git & GitHub, AWS, Kobo Toolbox |

Professional skills

- | | | |
|----------------------------------|-------------------------------|-----------------------------|
| • Mathematical evaluations | • Collaboration and team work | • Critical thinking |
| • Communication | • Problem-solving | • Decision making |
| • Leadership | • Effective planning. | • Business skills |
| • Sales and marketing | • Time management | • Verbal and writing skills |
| • Digital & Computer proficiency | • Story telling | • Typing and computing |
| | • Logical reasoning | |

Attributes

- | | | |
|------------------|----------------|-------------------|
| • Quick learning | • Patience | • Self-motivation |
| • Multilingual | • Work ethic | • Positivity |
| • Adoptability | • Diplomacy | • Empathy |
| • Creativity | • Multitasking | |

Education

University of Kabianga

Bachelors of Science Degree in Statistics

(August, 2017 – October, 2021)

Sher Academy

High School Education

(February, 2013 – November, 2015)

My portfolio:

Visit: <https://ozzo254.github.io/my-portfolio/>

Or scan QR code:

