

PAULLET NDEDA

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PROFESSIONAL SUMMARY

Results-driven Data & Finance Specialist with extensive experience in data analysis, financial analysis, data management, and cloud-based analytics. Proficient in designing, developing, and optimizing data pipelines to support data-driven decision-making. Skilled in advanced analytics, machine learning models, and interactive dashboards to provide actionable business insights. Collaborative team player with a track record of delivering scalable data solutions across diverse industries.

KEY SKILLS & TOOLS

Data Engineering & Management: ETL/ELT, Data Warehousing, Data Modeling, Data Cleaning, Data Auditing, Data Governance.

Programming Languages: Python, SQL, R

Data Analytics & Visualization: Power BI, Tableau, Excel, Matplotlib, Seaborn

Cloud Platforms: Azure, Google Cloud Platform (GCP)

Machine Learning & AI: Scikit-Learn, TensorFlow, NLP techniques, Predictive Modeling

CRM & Business Tools: Salesforce, HubSpot, Netsuite, QuickBooks, Xero

Collaboration & Project Management: Slack, Trello, Asana, Notion

PROFESSIONAL EXPERIENCE

Data Analyst & Finance Specialist

Nehemiah International, Kenya (December 2024 – Present)

Nehemiah International is a faith-based nonprofit dedicated to community empowerment through education, healthcare, and sustainable development initiatives across East Africa.

- Collected, cleaned, and analyzed data from various sources, including program reports and field visits using SQL, Excel, and Python.
- Developed dashboards and reports to track key performance indicators (KPIs) related to education, healthcare, and sustainability initiatives.
- Managed financial transactions, budgeting, and reporting, ensuring compliance with nonprofit accounting standards.
- Analyzed financial and operational data to support strategic decision-making and optimize resource allocation for community programs
- Collaborated with program managers to assess impact metrics, improve financial transparency, and streamline reporting processes.

Virtual Operations & Finance Assistant (Remote)

Creoate Limited, UK (September 2020 – November 2024)

Creoate is a UK-based B2B wholesale marketplace enabling retailers to access sustainable products across Europe and North America through a data-driven inventory system.

- Managed financial transactions, including creating and processing bills, checks, and receipts, while ensuring data accuracy and compliance.
- Conducted account reconciliations, identified discrepancies, and generated financial reports to support decision-making.
- Assisted in month-end financial reporting, Board reports, and commercial analysis, leveraging Tableau for real-time data visualization.
- Collaborated with cross-functional teams, including product, marketing, and sales, to enhance operational efficiency and customer experience.
- Interacted with customers, suppliers, and logistics partners to resolve order issues and improve financial and operational processes.

Data Analyst / Data Auditor (Remote)

DataFox Intelligence (Oracle) – USA (September 2018 – August 2020)

DataFox, an Oracle-acquired company, provides AI-driven company insights to support investment strategies, sales prospecting, and market research.

- Conducted in-depth audits of CRM data, identifying and resolving inconsistencies, duplicates, and missing information to enhance data accuracy and usability.
- Applied advanced data validation techniques, including website analysis, duplicate detection, and firmographic enrichment, ensuring high-quality data for sales and marketing teams.
- Assisted in linking parent-child company relationships, flagging acquisitions, and archiving inactive businesses to optimize sales outreach and account management.
- Collaborated with AI-driven algorithms and human auditing processes to verify and update over 70 firmographic data points and 68 signal types, improving CRM data integrity.
- Ensured continuous data refresh and synchronization with Oracle DataFox, reducing data decay and enabling real-time insights for business decision-making.

PORTFOLIO PROJECTS

SQL Data Warehouse Project

Designed an SQL-based data warehouse incorporating ETL pipelines and business intelligence (BI) analytics to generate actionable insights.

Global Sales Insights: SQL & Power BI Analysis

Conducted sales data analysis across six countries, applying SQL queries for data cleaning, merging, and transformation. Created Power BI dashboards to visualize sales trends, top-performing products, and revenue insights, helping businesses make data-driven decisions.

HR Analytics Dashboard using Tableau

Developed an interactive HR dashboard to analyze workforce demographics, salary trends, and performance metrics. Extracted and processed HR data using SQL and Python, then visualized insights in Tableau.

Insurance Quotation Bot

Built a Python-based insurance pricing system that automated calculations, reducing manual effort by 40%.

Customer Churn Prediction For Telecommunications Company

Developed a predictive model to identify at-risk customers for a telecom company by analyzing customer behavior and service usage patterns. Presented insights and recommendations in a Canva presentation.

EDUCATION & CERTIFICATIONS

Microsoft Fabric Analytics Engineer Associate (Moringa School & Microsoft)

Databricks Fundamentals Accreditation (Databricks Academy)

IT support Fundamentals (Google)

Data Science Certification (Moringa/Flatiron School) – Python, Machine Learning, AI

Azure Fundamentals (AZ-900) Certification (Credly Verified – O'Reilly Media)

GCP Data Solutions Certification (Credly Verified – O'Reilly Media)

MS-900 Microsoft 365 Fundamentals Certification (Credly Verified – O'Reilly Media)

Bachelor's Degree in Commerce (Finance) (Mount Kenya University) – 2nd Class Upper

Diploma in Management (Project Management) (Kenya Institute of Management)

VOLUNTEER EXPERIENCE

Volunteer Counselor (International Blue Cross, Kenya: 2015–Present)

- Provided counseling services to individuals affected by substance abuse.
- Used data analysis to track recovery progress and evaluate counseling program effectiveness.

Community Development Volunteer (Aniga Women Initiative, Kenya: 2010–Present)

- Supported community projects focused on women empowerment and child welfare.
- Assisted with data collection, impact assessments, and project planning for development initiatives.

PROFESSIONAL AFFILIATIONS & INTERESTS

Member of Microsoft Talent Cloud in Partnership with Gebeya

Affiliated with Microsoft ADC Data Academy

Professional interest in applications of Data Science, Machine Learning and AI.