

CURRICULUM VITAE

PERSONAL INFORMATION

Samuel Mutuvi

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SKILLS

- **Data Analysis Tools:** Advanced Excel, STATA, IBM SPSS, NVIVO, KOBO/ODK, Report Writing.
- **Programming & Web Development:** Python, HTML, CSS, JavaScript, Database Integration.
- **Soft Skills:** Teamwork, Leadership, Communication, Problem Solving, Time Management, Critical Thinking.
- **Industry-Specific Skills:** Insurance, Financial Mathematics, Sales, and Marketing.

WORK EXPERIENCE

Loan Officer

Platinum Credit Limited | May 2024 – July 2024

- Processed and documented loan applications.
- Engaged in sales and marketing activities to acquire new clients.
- Ensured compliance with company policies during loan processing.

Teacher

Kasaala Secondary School | June 2023 – September 2023

- Taught assigned subjects effectively while fostering teamwork and critical thinking among students.
- Managed time efficiently to balance lesson planning and extracurricular activities.

Assistant Librarian

Kasaala Secondary School | June 2021 – September 2021

- Catalogued and managed library resources.
- Assisted students and staff in finding and referencing information.

EDUCATION

Kirinyaga University | September 2021 – Present

Bachelor of Science in Actuarial Science (Year 4, Semester 2; Expected Graduation: December 2025).

Power Learn Project | June 2024 – October 2024

Certificate in Software Development (Python, Web Development, Database Management).

Sonek Data School | July 2023 – October 2023

Certificates in:

- **Quantitative Data Analysis** (Advanced Excel, SPSS, STATA).
- **Qualitative Data Analysis** (KOBODK, NVIVO, Report Writing).