

# **SHARON J KEMBOI**

## **DATA/BUSINESS ANALYST**

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[GitHub](#)

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### **About Me**

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An aspiring data scientist with a background in business and data analytics. I possess entrepreneurial and business instincts that have carried multiple companies through rapid and continuous growth. What distinguishes me is my passion for data, business, and commitment to meeting customer and market demands.

Having been successful at responding to shifting business needs and priorities in a systematic and effective way; I'm well-versed in implementation of operational assessments and conducting functional requirements analysis. My expertise spans a wide range of business and IT solutions which includes cloud engineering, data security, data/business analysis and software development.

### **Skills**

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|---------------------------------------|-------------------------------|----------------------------------|
| ▪ Angular                             | ▪ Typescript                  | ▪ Problem-solving                |
| ▪ JavaScript                          | ▪ PostgreSQL                  | ▪ Communication skills           |
| ▪ Flask                               | ▪ Report writing              | ▪ Presentation skills            |
| ▪ Django                              | ▪ Project management          | ▪ KNIME                          |
| ▪ Git                                 | ▪ Machine Learning            | ▪ Strategic Analysis and Project |
| ▪ Microsoft Azure Security            | ▪ AWS Cloud Architecture      | Delivery                         |
| ▪ Design Thinking and Cloud Computing | ▪ Agile Development Practices | ▪ PowerBI                        |

### **Professional Experience**

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**Data Analyst - 01/2021 to present** **Carlton Group International, Nairobi**

#### **Duties and Responsibilities**

- Responsible for analyzing data using statistical techniques and providing reports
- Responsible for acquiring data from primary and secondary sources and maintain data systems
- Responsible for identifying, analysing, and interpreting trends in complex data sets
- Responsible for filtering and cleaning raw data
- Responsible for determining operational objectives by studying business functions; gathering information, and evaluating output requirements
- Responsible for performing user acceptance testing and effectively communicating insights and plans to team members and management
- Responsible for defining project requirements by identifying project milestones, phases, forming project team, and establishing project budget

**Duties and Responsibilities**

- Responsible for analyzing business operations and strategies to identify new opportunities
- Responsible for performing competitor analysis towards increased market share and implementing efficient customer communication and feedback channels
- Responsible for documenting business processes and analysing procedures to confirm that they would meet fluctuating business needs
- Responsible for coordinating the automation of business administrative processes for business development department
- Responsible for coordinating and managing inter-departmental scrum-teams and successfully deliver several fintech products
- Responsible for preparing and presenting analytical reports to the management team
- Responsible for developing policies, and case studies for improving the business processes and automation

**ICT Asset Management and Support Intern - 08/2018 to 03/2019****Kenya Revenue Authority, Nairobi****Duties and Responsibilities**

- Responsible for system administration and network management
- Responsible for troubleshooting of network and hardware components
- Responsible for performing daily checks for antivirus updates and installations
- Responsible for assisting in computer software installation and updates, solving network problems
- Responsible for integrating software components and third-party programs and verifying and deploying programs and systems

## **Education and Programs**

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- Full Stack Software Development – **Moringa School** [Certification](#)
- Data Analytics – **Azubi Africa Program** [Certification](#)
- AWS Cloud Practitioner- **AWS SheBuilds** [Certification](#)
- **getINNOtized Soft Skills Training** – **Ahaspora** [Certification](#)
- Problem Solving & Design Thinking – **Forward Africa Program Mckinsey** (Certificate Yet to be issued)
- Data Science & AI - **DPhi Data Science Bootcamp** (Certificate Yet to be issued)
- Cyber Security – **Microsoft Game of Learners** (Certificate Yet to be issued)
- Bachelor of Business Information Technology– **Multimedia University of Kenya** [Certification](#)
- KCSE (Kenya Certificate of Secondary Education) – **MariaSoti Girls Educational Centre** [Certification](#)