

Donie Paul

Economist | CPA 1 | Manager | Co-ordinator | Programming Student
🇰🇪 Kenya • ✉ doniepaul@gmail.com • 📞 +254722400616

WORK EXPERIENCE

Vantage Africa School of Leadership

February 2025-Current

Business Development Executive

Create, execute strategic plans marketing courses to relevant professionals and firms

- Revive dead courses and double course enrollment through targeted marketing to individuals and companies.
- Payment Management: collect 95% of course fees on time and update CRM records accurately.
- Class Oversight: oversee 40+ classes per quarter with 90% on-time completion.
- Customer Service: resolve client issues quickly, maintain 90%+ customer satisfaction.

Elimutab Africa

August 2024 -January 2025

Business Development Executive

Developed, executed, marketed company products and services to schools and retail stakeholders

- Reached out to 5,000+ potential clients, increasing product awareness.
- Delivered 500+ product demos (virtual and in-person), converting 25% into new leads.
- Partnered with cross-functional teams to launch 3 new marketing strategies, boosting outreach.
- Analyzed market trends and competitor actions to inform 7 targeted campaigns.
- Built and maintained strong ties with 40+ education stakeholders across regions.
- Tracked campaign results, improving marketing ROI by 20% within 6 months.
- Submitted frequent reports on sales and trends, supporting strategic decisions.
- Co-created promotional materials that led to a 15% rise in new client engagement.

Groen Ventures Limited [Rubis Energy Kenya PLC Distributor]

July 2021-July 2024

Operations Manager/Co-ordinator

Managed daily logistics and activities at a petrol & diesel lubricants distribution center

- Managed orders, reducing turnaround time by 50% and improving client satisfaction scores.
- Coordinated re-stocking with depot, cutting stock-outs by 90%.
- Supported sales team in route planning, boosting field efficiency by 20%.
- Streamlined communication between senior and field teams, improving task clarity and execution.
- Improved store protocols and inventory systems, increasing efficiency and reducing data errors by 70%.
- Led credit recovery efforts, recovering Kes 800,000+ of outstanding debts- improving cash flow for re-stocking and preventing business collapse.

Africa Healthcare Network Kenya Limited

September 2019 -July 2021

Procurement and Supply Chain Manager

Managed procurement and distribution for AHN Kenya dialysis centers and evolving supply chain during CV-19 phase

- Scaled supply chain protocols, supporting service uptime during company growth.
- Used warehouse software to track inventory and automate 50% of re-orders.
- Acted as AHN brand ambassador, helping expand client and supplier networks post-launch in Kenya.
- Built and maintained relationships with 50+ local and international suppliers.
- Monitored inventory across all AHN centers, ensuring availability of critical medical supplies.
- Managed vendor communications, achieving on-time deliveries through active follow-ups.
- Developed shipment schedules and coordinated warehouse-to-center logistics, cutting delays by 50%.
- Supervised drivers and labor teams, improving warehouse-to-clinic delivery speed.
- Organized warehouse layout, boosting efficiency and reducing item retrieval time.
- Supported CEO, COO and Country Team in building AHN's Kenya distribution business from the ground up.
- Secured reliable vendor shipments, reducing backorders by 30%.
- Assisted in contract negotiations for a scalable distribution plan.
- Processed 100+ customer orders monthly and coordinated invoicing with Finance Controller.
- Collected customer feedback with clinical teams to enhance product satisfaction.
- Resolved real-time distribution issues, maintaining service flow during COVID-19 supply chain disruptions.
- Advised leadership on inventory planning for new center launches, ensuring readiness with minimal delay.

Dartmouth Office of Entrepreneurship & Tech Transfer

September 2017 -July 2018

Data Assistant

- Migrated backlog legal data, improving contract accuracy and reducing processing time by 20%.
- Ran data analytics in Excel, boosting statistical reporting efficiency.

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- Researched legal methods and led team sessions, increasing knowledge-sharing and skill alignment.
- Gained strong U.S. entrepreneurial insight through hands-on work with IP frameworks at Dartmouth.

Dartmouth College Libraries

November 2013 - June 2017

- Librarian

Child Care Center Project

August -November 2016

- Budget & Compliance Accountant

LEADERSHIP & DEVELOPMENT

Community Service Work, Nairobi, KE

July 2019 -Jan 2023

Faith-based Apprentice

- Collaborated with church leadership in co-ordinating operations and community improvement programs.

Dartmouth Office of Residential Education, Hanover, NH, USA

September 2015-June 2017

Undergraduate Student Advisor

- Actively reduced college student dropout and transfer rates by supporting wellness and safety of 52 residents.
- Diversified student engagement by 20-30% by developing 12 new participation programs.

Consumer Neuroscience Study Project, Hanover, NH, USA

September-November 2016

Qualitative Research Analyst

- Won 1st place in Consumer Neuroscience competition for pioneering research on how ad ethics affect spending.

SKILLS

- **ICT:**
 - i) **Programming:** STATA; Python*.
 - ii) **Inventory Management:** Lomag; Zoho.
 - iii) **Accounting:** QuickBooks; Spreadsheets; Microsoft Excel.
 - iv) **Database/graphical management:** Canvas; SPSS; Desk Tracker; MS Access; Wellspring Sophia.
 - v) **Multi-use:** CRM Systems; Kronos; WhatsApp Business; Microsoft Teams; Meta Suite; AnyDesk; Microsoft Tools.
- **Language:** English, Swahili.

EDUCATION

Dartmouth College, Hanover, NH, USA

Completed

Bachelor of Arts: Economics: GPA 3.27/4.00

University of Auckland, Auckland, NZ: Foreign Study Program: Cultural Anthropology and Globalization.

Completed

Starehe Boys' Center & School, Nairobi, KE: Kenya Certification of Secondary Education: A-

Completed

Harambee Primary School, Nairobi, KE: Kenya Certification of Primary Education: 436/500 points.

Completed

CPA completed: Part I: Sections 1 & 2.

Certification: Programming Foundations- Python.

Awards: Milham Academic Grant | Lucas Family Research Grant | Elimutab Staff of the Year 2024 Award.

REFERENCE

Relationship To Donie Paul

Kim Rosenfield, +13149602427

Supervisor

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Dartmouth Office of Entrepreneurship & Tech Transfer

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Career Coach

Senior Manager

Kimisitu Sacco Ltd, PO Box 10454-00100, Nairobi, KE