

Project Data Manager Project Data Manager Project Data Manager US Work in as a part of a team in dynamic, multicultural organization where I will be able to use and exercise my acquired knowledge where I will be able to fit in and grow as reliable and dependable employee of the firm with career growth prospects and further knowledge. Work Experience Project Data Manager INNOVATION FOR POVERTY ACTION August 2008 to August 2008 Responsibilities Doing data entry compilation on excel and access Coordination and oversee logistics for data collection and dispatch to consultants Recording and dealing with clients queries Oversee smooth scanning protocol without any hitch Training data entry clerks Keep senior management on progress of data collected and entry Direct supervision to data collection and entry Designing of pilot data base IT Support Datanetgenius March 2005 to 2007 Responsibilities: Computer Maintenance Hardware installations Maintaining income and expenditure accounts Record keeping and data collections Providing technique support and assistance to staff Making necessary corrections on the database sheet Supervisor Kenya Breweries Limited January 2005 to December 2005 Responsibility Organizing and arranging for field visits Maintaining routine records of staffs Receiving and making calls for various purposes Maintaining Database of clients Education Diploma in information technology Wantech Computer College January 2005 to December 2005 Education C+ Kituni High School January 1997 to 2000 Matisi Primary School 1995 to 1996 Certificate of Primary Education Kivagala Primary School 1988 to 1994 Additional Information LEADERSHIP SKILLS Salama Welfare Representative Church Youth Leader (friends church) SOCIAL SKILLS: Excellent negotiations and problem solving skills Resourcefulness and ability to work with limited resource Innovativeness and ability to think strategically Playing and Watching Football, volleyball

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