ZEBIDAH WANJIKU MANYARA

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PROFESSIONAL SUMMARY

Analytical and detail-oriented professional with experience in data analysis, resource planning, and financial administration. Skilled in logistics coordination, cost tracking, and reporting, with a keen interest in optimizing distribution processes and supply chain management. Adept at using GIS, Excel, and business analysis tools to support operational efficiency and decision-making. Currently enrolled in the ALX Data Science Program, gaining hands-on experience with data tools, programming, and analytical frameworks. The program's Professional Foundations phase has strengthened my project management skills, emphasizing goal setting, time management, collaboration, and delivering high-impact outcomes under tight deadlines.

WORK EXPERIENCE

Planning Assistant

County Government of Nyandarua | Jan 2024 – Present

- Analyzed land use data to support resource allocation and infrastructure planning.
- Developed reports on spatial distribution and planning trends.
- Assisted in optimizing workflows and improving data management processes.
- Engaged stakeholders to support policy recommendations based on data insights.

Physical Planner

Geosync Consulting (K) Ltd | Feb 2021 – Dec 2023

- Conducted data-driven assessments for land planning and compliance.
- Developed GIS-based maps to optimize resource distribution and land use decisions.
- Reviewed applications for land valuation, change of user, and approvals.
- Managed project documentation and supported process improvement initiatives.

Loan Officer

ASA Kenya | Aug 2018 – Dec 2018

- Processed and evaluated loan applications, ensuring accuracy in financial data.
- Conducted field assessments and borrower analysis to mitigate risks.
- Tracked loan disbursements, repayments, and financial records.
- Provided training on basic financial management and loan utilization.

Data Enumerator

Heifer International | June 2017

- Collected and validated field data to support research and project evaluations.
- Assisted in logistics coordination and reporting for data collection teams.

- Ensured accurate data entry and helped analyze key trends in project outcomes.

EDUCATION & TRAINING

ALX Data Science Program – Ongoing

- Includes training in Python, SQL, data visualization, and machine learning.
- Professional Foundations module emphasized project planning, execution, and cross-functional teamwork.

Jomo Kenyatta University of Agriculture and Technology | 2012 – 2015

- Bachelor of Science in Land Resource Planning & Management

Strathmore University | Apr 2011 – Sep 2011

Financial & Business Accounting

- Financial Accounting
- Management Accounting
- Accounting in Business

Power Learn Project Africa | Aug 2024 – Present

- Software Development (Ongoing)

Laikipia University | 2011

Certificate in Computer Applications

SKILLS & COMPETENCIES

- Data Analysis & Reporting: KPI tracking, cost analysis, operational insights.
- Logistics & Coordination: Resource allocation, workflow optimization, compliance tracking.
- Financial & Cost Management: Budgeting, expense monitoring, reconciliation.
- Software & Tools: MS Excel, GIS applications, AutoCAD, database management.
- Process Improvement: Identifying inefficiencies and recommending data-driven solutions.
- Soft Skills: Problem-solving, adaptability, teamwork, and strategic thinking.

REFEREES
Available upon request.