

## Work Summary

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- A highly motivated Bachelor of Science in Statistics graduate with a passion for data-driven decision-making, financial integrity, and impactful service delivery.
- I bring hands-on experience in financial recordkeeping, client-facing and data reporting within healthcare and cooperative finance environments.
- Skilled in Excel, SAGE, and statistical tools, I thrive in structured environments where accuracy, accountability, and empathy are key.

### Core Competencies:

Data Analysis | Financial Reporting | Budget Tracking | SAGE | SQL | Excel | Administrative Support

## Education

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### Virtual Assistance Certificate

ALX | Sep 2024 to Nov 2024

Specialized in calendar management, correspondence, and administrative tools for remote business support.

### German Language Certificate

AG German Institute | Jan 2024 to Aug 2024

Proficient in conversational and written German, for use in professional and intercultural communication.

### Bachelor of Science in Statistics

Kirinyaga University | Sept 2018 to Apr 2022

- **Key Courses:** Mathematics, Linear Algebra, Probability and Statistics and Statistical Packages.
- **Capstone Project:** Developed a predictive model to analyze trends in tea sales based on historical data using multiple linear regression analysis.

## Key Skills

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- **Data Management & Analysis:** Expertise in data cleaning, statistical analysis, and producing actionable insights through detailed reporting.
- **Financial Management:** Comprehensive knowledge of bookkeeping, expenditure tracking, and financial record analysis using advanced Excel functions and SAGE.
- **Project Coordination:** Skilled in managing calendars, scheduling tasks, and tracking progress to ensure timely project delivery.
- **Communication & Collaboration:** Strong written and verbal communication skills in English and intermediate German, with a proven ability to build effective relationships across teams.
- **Technological Proficiency:** Advanced knowledge of Microsoft Office Suite, Google Workspace, and statistical software.
- **Problem-Solving & Adaptability:** Adept at resolving challenges efficiently and adapting to dynamic work environments to meet organizational goals.

- **Time Management & Attention to Detail:** Consistently meets deadlines while maintaining accuracy and quality in data handling and reporting.
- **Adaptability and Collaboration:** Worked across various roles and industries, demonstrating flexibility and the ability to collaborate with teams and supervisors

## Work Experience

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### Front Office - Komothai Girls Dispensary

Sep 2024 to Aug 2025

- I provided front desk support including patient reception, appointment scheduling, and record management.
- As the cashier, I processed payments and maintained accurate financial records.
- Supported the clinician in preparing and issuing prescribed medications.
- Answered phone calls, responded to client inquiries, and supported overall dispensary operations.

### Monitoring and Evaluation Intern - Nairobi Outreach Services Trust

Oct 2023 to Dec 2023

- Contributed to the organization's performance evaluation efforts by supporting data-related tasks across various programs.
- I collaborated with program leads to prepare quarterly and annual reports, ensuring the data presented was accurate, timely, and aligned with donor requirements.
- By refining data collection processes, I helped reduce reporting time by 15% and improved the overall efficiency of reporting workflows.

### Accounts Assistant - Forward Travellers Sacco

May 2022 to Aug 2023

- Supported the day-to-day financial operations of the sacco by processing member transactions and maintaining clean ledgers.
- I also prepared credit notes, filed financial documents, and ensured records were audit-ready at all times.

## Referees

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Available upon request.