

LINET BUYEKE OBARE

Project Management Professional

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PROFESSIONAL SUMMARY

A detailed and results oriented Project Management Professional with an illustrious career spanning over 8 years, and with demonstrated success in managing projects and systems that help companies achieve organization goals. Has a natural knack for data collection, entry, analysis and reporting, and skilled in networking and engaging with other supervising partners that ensure effective program implementation. An exceptional leader, instrumental in streamlining project objectives, enhancing productivity, and maximizing control for top-notch results and performance strategy.

SKILLS

Microsoft Office	Account Management	Digital Marketing
Integrated Communication	Trend Analysis	Capacity Building
Stakeholder Relations	Team Management	Budgetary Control
Business Development	Client Engagement	Conceptual skills

EXPERIENCE

Kenya Top 100 Survey Project Coordinator (Consultant)

KPMG East Africa ~ 08/2019 - 12/2019 + Nairobi, Kenya

- Managed the efficient workflow of data collection assistants.
- Monitored and evaluated project supervisors and data entry clerks.
- Responded to queries raised by data collection assistants in a timely manner.
- Supported the Project Manager in securing contact databases for small and medium companies that have met the set criteria, and in coming up with innovative ways for widening the reach for Top100 survey both online and offline.
- Reviewed questionnaires submitted by the data collection assistants and ensured the collected data is accurately fed into an Excel format for ease of analysis.
- Shared daily progress reports and field budget reconciliations with the Project Manager.

Asset Based Finance and Insurance Premium Finance Dealer

KCB Bank Kenya Limited ~ 12/2014 - 10/2017 + Nairobi, Kenya

- Supported the accountability of annual business growth targets, revenue assets, and customer numbers
- Managed relationships with customers and key stakeholders such as the retail business segments as well as regional and branch networks.
- Managed the Customer Relationship Management System by Identifying clients' needs and matching them to appropriate solutions.
- Reviewed letters of offer issued to customers and confirmed that approval details were available and correct.
- Ensured securities for facilities were perfected and that facilities adhered to approval terms and conditions.
- Ensured that all Asset Finance loan facilities adhered to the Bank's policy on lending as well as to the Central Bank of Kenya's prudential guidelines.

EDUCATION

Master of Arts in Project Planning and Management University of Nairobi

~ 2021 - Ongoing + Nairobi, Kenya

Bachelor of Arts in Sociology, Psychology University of Nairobi

~ 2011 - 2013 + Nairobi, Kenya
- First Class Honors

INDUSTRY EXPERTISE

Project Planning and Implementation

Report Writing

Quantitative and Qualitative Research

Field Supervision

Customer Service and Customer Relationship Management

Data Collection and Analysis

STRENGTHS

Project Management

Works well in managing projects to efficiently meet deadlines and excel while doing so.

Organization and Planning

Ability to maintain calm under pressure and deliver accurate results by working in an orderly manner and delivering in a timely manner.

Problem Solving

Highly analytical, critical thinker who has an insatiable hunger to solve problems and manage through ambiguity in a fast-paced environment.

Leadership and Team Management

An astute, pragmatic leader prolific in leading cross-functional teams to achieve business outcomes.

EXPERIENCE

Field Supervisor

IPSOS Kenya

~ 01/2013 - 11/2014 + Nairobi, Kenya

- Planned and organized the daily operations of the assigned research, including protocol and systems, budgeting, staffing, and contract administration.
- Managed all aspects of study design, implementation, and administration by ensuring compliance with country laws and regulations.
- Developed quality standards and programs, and monitored and maintained high quality unit performance in accordance with internal policies and standards.
- Developed, implemented, and evaluated specific research and data collection methodologies, protocols, systems, and techniques as appropriate to the area of research specialty.
- Reviewed results for validity and reliability, and provided initial analyses of results to fellow researchers.
- Coordinated the scheduling and efficient usage of research facilities and equipment including recorders and mobile phones.
- Developed operational goals and objectives for the unit, and implemented and administered methods and procedures to enhance operations in the department.

Field Supervisor

Strategic Research and Communications Consultants for Africa

~ 05/2011 - 12/2012 + Nairobi, Kenya

- Briefed and trained teams on projects in different regions.
- Recruited and appraised field interviewers.
- Prepared field work itineraries and prepared fieldwork reports.
- Controlled quality of data in the field through back checks of interviews to the field.
- Conducted high profile interviews, focus group discussions and in-depth interviews.
- Performed translation and transcription of interviews.
- Resolved data issues escalated by the interviewers.

ACHIEVEMENTS

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Worked with Project Supervisors to secure at least 40 appointments (per day) for the data collection assistants.

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Developed the KPMG Top 100 Data Collection Manual

PROJECTS

Project Consultant, 12th Edition of Business Daily/KPMG Top 100 survey of Mid-sized companies in Kenya

STRENGTHS

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Communication

Very passionate about communication, how it impacts clients and how communications can be used as tangible tool for improvement of services.

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Flexibility and Adaptability

Tenacious and with the ability to remain resilient under challenging situations. Also, possesses strong agility in adapting quickly to the ever-changing and dynamic environments.

LANGUAGE PROFICIENCY

English

Fluent 

Swahili

Native 

PASSIONS/ CAREER INTERESTS

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Working with a team to turn ideas into end products that speak to the client's needs

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Coaching team members in order to ensure that there is a successful project delivery

REFERENCES

Ms. Catherine Mutahi

Project Manager, KPMG East Africa

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Ms. Mary Moraa

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