

# Daryl Opiyo Alloo

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## PROFILE

Dedicated and skilled cloud data administrator seeking to apply expertise in data management and business acumen to drive efficiency and innovation in an organization. Proficient in cloud data administration tools such as AWS, Azure, and SQL, with a Diploma in Business Management and hands-on experience in data administration. Committed to enhancing data integrity and operational efficiency while delivering comprehensive administrative support. Eager to contribute to team success through precision, efficiency, and collaborative teamwork.

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## EMPLOYMENT HISTORY

Nov 2023 — Present	Program Associate Intern, Money Geek Africa	Nairobi
	<ul style="list-style-type: none"><li>• Collaborated on planning and executing financial literacy programs for diverse clients.</li><li>• Scheduled and managed workshops, seminars, and training sessions effectively.</li><li>• Ensured accessibility and organization of program materials and resources.</li><li>• Developed impactful educational materials focusing on personal finance.</li><li>• Generated engaging content to elevate the learning experience.</li><li>• Offered prompt support and information to meet participant needs.</li></ul>	
Jul 2022 — Present	Administrative Assistant, Training Yard Consultants Limited	Nairobi
	<ul style="list-style-type: none"><li>• Enhanced office coordination, yielding a 20% efficiency boost and heightened client satisfaction.</li><li>• Tailored PowerPoint presentations led to a 30% improvement in conveying critical information effectively.</li><li>• Optimized document printing processes, reducing project support turnaround time by 25%.</li><li>• Implemented meticulous file organization strategies, increasing accessibility and orderliness by 15%.</li><li>• Adapted training sessions to client preferences, resulting in a 35% increase in participant satisfaction.</li><li>• Developed engaging training materials, leading to a 40% enhancement in comprehension.</li><li>• Proactively monitored customer feedback, boosting responsiveness to client needs by 25%.</li><li>• Demonstrated strong scheduling and coordination skills, improving meeting efficiency and organizational communication by 20%.</li></ul>	
Jun 2021 — Aug 2021	Data Entry Clerk, Kenyacompanies.com	Nairobi
	<ul style="list-style-type: none"><li>• Achieved 100% accuracy in extracting and inputting data from external sources onto the company website, ensuring up-to-date information.</li><li>• Conducted rigorous product assessments, resulting in seamless website integration and enhanced user experience.</li><li>• Demonstrated strong business acumen by pricing 200 products daily to optimize profitability.</li><li>• Efficiently managed and organized data using Google spreadsheets, facilitating streamlined operations.</li><li>• Played a key role in team leader meetings, fostering effective collaboration and alignment across departments.</li></ul>	

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## EDUCATION

Sep 2021 — Nov 2023	Diploma in Business Management and Leadership., Management University of Africa	Nairobi
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## COURSES

Jan 2024	Power BI For Beginners, SkillUp Online
Dec 2023	AWS re/Start Graduate, Amazon Web Services

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## REFERENCES

Pamela Yoga Yieke from Training Yard Consultants Limited  
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