

Date of birth: 17/09/1992 | **Nationality:** Kenyan | **Gender:** Male | (+254) 707096997 | zaibuwafula@gmail.com |
limuru road, valley view park, 00200, Nairobi, Kenya

● WORK EXPERIENCE

01/01/2021 – CURRENT – Nairobi, Kenya

JUNIOR DATA ANALYST – SANAWEMA

Data Entry, Cleaning of the Data, Storage of the Data. Management of the online system of the office, a news site. Management of the Office hardware and software to ensure they are functioning as expected.

13/11/2017 – 29/11/2020 – Nairobi, Kenya

ASSISTANT ICT OFFICER – LAW SOCIETY OF KENYA

Management and training users on how to use the ERP system from microsoft (Dynamics Nav 2016).
Management and diagnosis of the system to ensure its up and running at all times.
Management of office hardware and software systems.

04/04/2015 – 30/07/2015 – Naivasha, Kenya

INTERNSHIP – KENGEN OLKARIA

Management and training users on how to use the ERP system from SAP. Management and diagnosis of the system to ensure its up and running at all times.
Management of office hardware and software systems.

● EDUCATION AND TRAINING

01/09/2012 – 17/07/2016 – Along Nakuru-Mau Narok Road, P.o Box 536, Nakuru, Kenya

BACHELOR OF SCIENCE - COMPUTER SCIENCE – Egerton University

<https://www.egerton.ac.ke/>

07/10/2019 – 11/10/2019 – PO Box 57666, Heritan House Woodlands Road, Off Argwings Kodhek Road Opposite DoD Headquarte, Nairobi, Kenya

CERTIFICATE OF COMPLETION - INTRODUCTION IN MICROSOFT DYNAMICS® NAV2013 – Tech no Brain (Kenya) Ltd

<https://technobraingroup.com>

● LANGUAGE SKILLS

Mother tongue(s): **BUKUSU** | **SWAHILI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Office skills

Google Drive | Google Docs | Power Point | Microsoft Office | Microsoft Word | Microsoft Powerpoint | Microsoft Excel | Good listener and communicator

Interpersonal skills

Organizational and planning skills | Written and Verbal skills | Team-work oriented | Social Media | Decision-making | Conflict resolution

Social Media and Communication

LinkedIn | Facebook | Skype | Zoom | Instagram | Twitter | Gmail | WhatsApp | Outlook

Work Skills

Creativity | Reliability | Critical thinking | Research and analytical skills | Motivated | Detail-Oriented | Good time management | Responsibility | Presenting

Development skills

Programming languages (Python and R program)

● NETWORKS AND MEMBERSHIPS

10/07/2021 – CURRENT

Kaggle Junior Machine Learning Developer

online

Started working on some Kaggle competitions to help improve my data analysis skills.

10/08/2021 – CURRENT

Data Camp

online

Joined the platform and has been working on the Data scientist track with the aim to be certified as a data scientist in a few months. This platform has given me a lot of skills in data analysis, data manipulation using python, SQL and other languages.