

# **CURRICULUM VITAE**

## **ALEX KAMAU NJOROGE**

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### **Professional Summary**

I am a highly motivated Economics Graduate, with strong academic foundation in economic theory, financial data analysis, Monitoring and evaluation, and pursuing real world experience to develop acquired skills. I have a strong understanding in leveraging economic insights to drive strategic decision making, support policy-making, solve real world problems, and improve public service delivery.

I am proficient and good at problem solving and critical thinking, with excellent communication skills and teamwork capabilities. Additionally, I am a proud of my ICT skills with practical knowledge in data tools and system operations enabling me to blend economic analysis with technology.

My skills include Monitoring and evaluation, data entry and analysis, research, critical thinking, and effective communication, which I have developed through academic training and hands-on experiences. I am enthusiastic about contributing to national development through informed economic planning and sound decision-making.

### **Skills**

- Monitoring and Evaluation.
- Research and Data Analysis through excel and statistical software.
- Economic Analysis.
- Network Monitoring.
- Excellent oral and written communication skills both in Kiswahili and English.
- Data Backup Maintenance.
- Technical Support.
- Analytical and problem-solving skills to solve complex data problems or improve processes.
- System Administration.
- System Upgrade.

### **Professional Experience: January 2025 - Date**

NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND (NG-CDF).

Roles:

- Monitoring and Evaluation Expertise- Conducted data cleaning, and analysis for constituency-level projects under the NG-CDF, including bursary programs, educational institutions (primary, secondary, and tertiary), and climate change mitigation initiatives.
- Data Management - Performed end-to-end data processing, ensuring accuracy and integrity of data gathered from diverse constituency M&E activities.
- Report Writing & Decision Support- Prepared clear, concise, and actionable reports based on data analysis to support management in strategic decision-making processes

- Project Oversight- Monitored and evaluated the progress and impact of development projects across constituencies, contributing to effective resource allocation and program improvement
- Analytical Skills- Utilized analytical tools and methodologies to interpret complex datasets, identifying trends and insights for educational and environmental initiatives.
- Collaboration & Communication- Worked closely with the M&E team and constituency stakeholders to ensure accurate data reporting and alignment with organizational goals
- Time management- Collaborate with team members and stakeholders to streamline data processes and deliver timely insights.

**Professional Experience: September 2023 – January 2024**

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**APRENTICESHIP ON INFORMATION TECHNOLOGY AT KINAP (KIAMBU NATIONAL POLYTECHNIC)**

Roles:

- Maintained detailed documentation for system builds, configurations and support procedures
- Managed technical support and maintenance for institution-owned devices.
- Helped prevent security intrusions by quickly installing new software patches.
- Delivered expert IT assistance to off-site employees and remote offices.
- Achieved maximum performance for users by guiding through day-to-day use.

**Attachment: June – August 2023**

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I served as an attaché at **The National Treasury and Economic Planning. State Department for Economic Planning.**

During this period, I worked under the directorate of Central Planning and Project Monitoring Department (CPPMD), enhancing my knowledge on Strategic Planning.

Roles:

- Involved in the formulation of national budget meetings.
- preparing monthly budget outturn.
- Maintaining and updating macroeconomic and fiscal database.
- Public debt management.
- Overall economic policy and public finance management.
- Analyzing macroeconomic, revenue, exchequer and expenditure data for development and review of macroeconomic and fiscal policies.
- Evaluating tax exemption requests.
- Monitoring and forecasting revenue and expenditure.
- Monitoring implementation of macroeconomic reforms
- Developed reports that required meticulous attention to details and clear communication of complex data.

## **Education Background:**

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September 2020 – September 2024: Catholic University of Eastern Africa (CUEA)  
Bachelor of Economics

May 2022 – July 2022: KCA University  
Certificate in Computer Programming C++ (CCP)

January 2016 – December 2019: Kanuga High School  
KCSE C+

January 2007 – December 2015: Ting’ang’a Model Primary School  
KCPE B (Plain)

## **Referees**

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