

EMMANUEL KIMUTAI BUNGEI

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Portfolio: <https://manubungei.github.io/>

SUMMARY

Experienced data scientist skilled in using statistics and machine learning to uncover impactful insights. Seeking a challenging career to apply innovative solutions and contribute to a collaborative team environment. Passionate about communicating data-driven results.

EDUCATION

KENYATTA UNIVERSITY

BSc. (Mathematics and Computer Science)

- Second Class Honors

ST. PATRICKS HIGH SCHOOL – ITEN

Kenya Certificate of Secondary Education

- A – (Minus)

PROFESSIONAL EXPERIENCE

KENYA REVENUE AUTHORITY (KRA)

August 2023 – Present

Revenue Service Officer, Domestic Taxes Department

- Implementing online registration processes for trading businesses unregistered with KRA, streamlining data entry for efficient tax tracking.
- Conducting comprehensive data gathering on landlords to enhance compliance efforts regarding rental and property taxes.
- Verifying taxpayer information submissions for accuracy and consistency, ensuring reliable data for compliance purposes.
- Employing data analysis techniques on revenue data to detect trends, anomalies, and potential issues, aiding in compliance monitoring and strategic planning.
- Generating ad-hoc reports based on collected data to provide timely insights for decision-making.
- Regularly preparing reports on tax collection, revenue trends, and compliance rates, presenting data-driven insights to management.
- Performing market surveillance to uphold taxpayer compliance through proper issuance of tax receipts.
- Ensuring adherence to TIMS/eTIMS regulations, maintaining compliance standards in tax-related processes.

KENYA REVENUE AUTHORITY (KRA).

January 2022 - December 2022

Intern, Domestic Taxes Department

- Timely preparation of daily and monthly reports on revenue performance
- Extracting and analyzing specific data to ensure compliance, incorporating feedback on revenue datasets and departmental initiatives.
- Analyzing PRWPs reports for follow-up by relevant officers.
- Receiving and collating data and information from System Audits and the Business Support Office (SABS) for the preparation of comprehensive department reports.
- Tracking and compiling monthly payment plan reports to assess collections against expectations.
- Promptly processing demand and waiver tasks in accordance with established Service Level Agreements.

- Preparing reports on defaulted cases slated for enforcement.
- Providing relevant statistics and analysis reports as needed, adhering to set timelines and SLAs.

KENYA REVENUE AUTHORITY (KRA)

January 2021 -March 2021

Attaché, Domestic Taxes Department

- Overseeing trend analysis and payments for various tax categories, ensuring accurate and timely monitoring of taxpayer activities.
- Utilizing data mining techniques to analyze payment data, preparing daily reports on the collections made.
- Integrating and managing records from different departments by resolving inconsistencies, null values, and import errors.
- Preparing demand letters as part of the communication process with taxpayers.
- Maintaining organized registers for mail, demand, enforcement, and refunds.
- Engaging with taxpayers to understand challenges within the iTax portal, implementing recommendations to address and mitigate issues.

VOLUNTEER EXPERIENCE

❖ CAREER AMBASSADOR – Kenyatta University

- Orchestrating job fairs, career awareness programs, and specialized workshops and events.
- Coordinating outreach initiatives to boost awareness of career advisement services among students in the institution.
- Assigning and overseeing administrative tasks, including report writing and record keeping.

TECHNICAL SKILLS

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|-----------------------|-------------------------|--------------------|----------------------|
| • Python | • SQL | • Microsoft Office | • Data Analysis |
| • Database Management | • Machine Learning & AI | • Troubleshooting | • Data Visualization |

CERTIFICATIONS

- Introduction to Tax and Security – KDF Recruits Training School & KESRA
- Cyber Security – Cisco Networking Academy
- Python Programming and PostgreSQL - Techcamp, Kenya
- Database Administration - Institute of Software Technologies
- Data Science - Institute of Software Technologies
- Fundamentals of Digital Marketing – Google