

Immaculate Dons Odhiambo

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SUMMARY

- Quickly and accurately entering data into company computer systems, including MS Office, spreadsheets and databases
- Maintaining accurate records by conducting data integrity checks, correcting errors and eliminating duplicate records
- Pay attention to details to identify discrepancies and errors and conducted research to resolve discrepancies

EDUCATION

African Leadership X (ALX) – Nairobi, Kenya
Virtual Assistant training.

July 2022 –To Date

Spencer Collage - Nairobi, Kenya
April 2020
Programme Administration

January 2022 -

WORK EXPERIENCE

Data Analyst
Cloud Factory – Nairobi, Kenya

November 2021 - Up to date

- Coming up with solutions to solve different data problems thus enabling smooth processing of data.
- Created and delivered high-quality invoice processing and transcription of different documents.

Research Assistant
Plan International Kenya – Siaya, Kenya

October 2019 - July 2021

- Participated with other team members in collecting data from various communities and recording them in both google docs and google sheets.
- Collaborated with Senior Leaders in coming up with solutions to solve problems facing children.

SKILLS

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| • Ability to perform repetitive tasks with a high degree of accuracy. | • Good Verbal and Written communication Skills | • Knowledge in using different Google and Microsoft Workspace. |
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REFEREE

Referees will be provided upon request.