

Nicole Kutswa Omitsi-Resume

CONTACT

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PROFESSIONAL SUMMARY

Competent and self-driven individual with 4 months experience of streamlining office processes for improved efficiency and time management through regular organization and filing, which increased efficiency and productivity by 30%. Adept at leveraging Microsoft Excel for organizing, analyzing, and maintaining data accuracy. Passionate about transitioning into data analytics and applying analytical thinking to drive process improvements.

CAREER HIGHLIGHTS AND OBJECTIVE

- Achieved a **30% efficiency increase** within 3 months through structured data management.
- Recognized as **Best Intern** for outstanding organizational contributions

Seeking to grow into a data analyst role where I can build expertise, contribute to data-driven decision-making, and support the company's strategic goals.

PROFESSIONAL EXPERIENCE

Olive Joycare Estate & Property Managers Limited, Kawangware, Nairobi **2024-05 – 2024-09**
Intern

Duties and responsibilities

- **Streamlined administrative workflows** by implementing organized digital filing systems, improving data retrieval speed and reducing paperwork clutter.
- **Utilized Microsoft Excel** for data entry, sorting, and filtering financial records, ensuring accuracy and consistency across over 100 files.
- **Identified inefficiencies in document handling** and introduced structured processes, resulting in a 30% boost in office productivity.
- **Coordinated communication between staff and administration** using email systems and shared drive tools.

EDUCATIONAL BACKGROUND

Kenyatta University Nairobi, Kenya **2023 – 2027**
Currently in my 3rd year. Set to graduate in 2027.

The Kenya High School Nairobi, Kenya **2019 – 2022**
Graduated with a mean grade of A- (minus) in 2022 with the Kenya Certificate of Secondary Education (KCSE). KCSE is a certificate award upon completion of Secondary Education in Kenya.

Kabiria Primary School Nairobi, Kenya **2009 – 2018**
Graduated with 405 marks in 2018 with the Kenya Certificate of Primary Education (KCPE). KCPE is a certificate award upon completion of Primary Education in Kenya.

SKILLS

- Excellent interpersonal and communication skills
- Critical thinking and problem-solving
- Microsoft Excel for data organization and analysis.
- Basic data analysis using Python (NumPy, pandas)

REFEREES

Nelson Andiego *Olive Joycare*

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HOBBIES

- Blogging
- Building beginner level machine-learning models
- Reading novels
- Data mining