
Collins Otsieno

P.O Box 30197-00100 Nairobi

Cell: +254707783495

Email: cotsienoo@gmail.com

EXECUTIVE PROFILE

Highly motivated and proactive professional with a Bachelor of Science degree in Mathematics. I bring a strong analytical mindset, excellent problem-solving skills, and a proven track record of driving operational efficiency. I thrive in dynamic environments where creativity and career progression are encouraged. My goal is to contribute to corporate objectives while advancing my professional growth.

KEY SKILLS

- **Analytical & Problem-Solving:** Strong ability to analyze complex situations and provide practical solutions.
- **Communication:** Proficient in English and Kiswahili with excellent verbal and written communication skills.
- **Team Collaboration:** Effective team player focused on achieving targets and contributing to group success.
- **Research & Data Entry:** Proficient in conducting research and managing data entry tasks with precision.
- **Time Management:** Strong multitasking abilities with a focus on meeting deadlines.
- **Technical Proficiency:** Advanced knowledge of Excel, SPSS, R, Python, and basic Data Science.
- **Entrepreneurial Mindset:** Results-oriented with a strong focus on innovation and business growth.

TECHNICAL PROFICIENCIES

1. **Web Development and Database Management, Power Learn Project(PLP), 15th-August-2024 – In progress**

Skills:

- **Web Development:** HTML, CSS (Responsive Design, Flexbox, Grid)
 - **Database Management:** MySQL (Database modeling, Queries, Data retrieval, and Filtering)
2. **Mathematics Association of Nairobi University (MANU), University of Nairobi (Jan 2020 - Mar 2020)**
 - **Advanced Excel**
 - **SPSS**
 - **Python for Data Analysis**
 - **Basic Data Science Training**

EDUCATIONAL QUALIFICATIONS

Bachelor of Science in Mathematics

University of Nairobi, Kenya (Sep 2016 - Sep 2020)

- Second Class Honors (Upper Division)

Kenya Certificate of Secondary Education (KCSE)

Malanga Mixed Secondary School, Busia, Kenya (2012 - 2015)

- Grade: B (Plain) - 66 points

Kenya Certificate of Primary Education (KCPE)

Bukhuma Primary School, Busia, Kenya (2003 - 2011)

- Marks: 322/500

PROFESSIONAL EXPERIENCE

Operations Executive

Jamboshop Limited, Nairobi, Kenya (Jul 2020 - Nov 2023)

Jamboshop is a leading online retail platform in Kenya.

- Managed operation logs and incident reports for future improvements.
- Oversaw the receipt and dispatch of products in line with client preferences.
- Enhanced warehouse efficiency through systematic sorting and quality control.
- Provided customer support to resolve operational issues within set SLAs.
- Collaborated with the marketing team to identify business opportunities and drive revenue growth.

Key Accomplishments:

- Implemented a streamlined vendor order tracking system using VLOOKUP and Pivot tables in Excel, significantly reducing time spent on order management.

Receiving Agent

Jumia Kenya, Nairobi, Kenya (Mar 2020 - Jun 2020)

- Scanned and checked the quality, quantity, and condition of products from merchants.

Data Entry Clerk

Civil Registration Services, Busia, Kenya (Sep 2019 - Oct 2019)

- Digitized birth and death records for the entire county.

Key Accomplishments:

- Increased data entry accuracy by 60% through a "read-through" system.
- Reduced record retrieval time by 80% by converting paper records to digital formats.

Intern

Busia Water and Sewerage Services Company, Busia, Kenya (May 2019 - Aug 2019)

- Captured payment data and assisted in billing processes.
- Provided customer care services and improved the company's client communication methods.

Key Accomplishments:

- Enhanced document filing systems for easier retrieval.
- Introduced SMS billing reminders, improving payment timelines.