

FARHANA AGUFA

Digital Skills Trainer

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SUMMARY

Dedicated results-driven and enthusiastic digital skills trainer with a solid background in educating diverse audiences, transitioning into the field of data science. Eager to apply my experience in developing engaging training programs and fostering digital literacy while enhancing my expertise in data analysis and machine learning. Committed to empowering learners with the skills needed to navigate the digital landscape, leveraging data-driven insights to inform teaching and data analysis methods to improve outcomes. Ready to contribute to innovative training initiatives that bridge technology and practical implementation.

SKILLS

- | | |
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| • Digital Skills Training (Image & Lidar Annotation & Segmentation) | • Data Cleaning and Preparation |
| • Curriculum Development | • Data Visualization |
| • Instructional Design & Techniques | • Programming Skills |
| • Training Needs Analysis | • Statistical Knowledge |
| • Technical Proficiency | • Machine Learning |
| • Adaptability | • Communication & Interpersonal Skills |
| • Coaching & Mentorship | • Collaboration & Team Building |
| • Data Analysis | • Problem Solving |

EXPERIENCE

Bridge-Cell Ltd

July 2021- To Present

Trainer Bridge-Cell Ltd, Remotasks Trainer/Consultant

- Attempting all the courses on the training center and ensuring that you are conversant with the regular update of courses on the training center to ensure that you are able to help on explanation of all the terms and scenarios to the taskers.
- Manage performance through effective training, coaching and performance tracking ensuring
- Tasker and team targets are met within set timelines.
- Provide training and coaching on new and existing projects and changes to any project instructions to support the Taskers to successfully work on a project.
- Develop a deep understanding of the assigned project(s), train and coach the trainees on the instructions and ensure that trainees are completing examples, courses or exams as advised by the trainer or training module.
- Conduct regular quality assessments and coaching; offering feedback and developing plans on how to improve quality across allocated projects.
- Provide feedback and recommendations on recurring and widespread gaps that should be addressed through training/refresher training.
- Prepare daily Tasker and Team performance reports ensuring that a data-driven management approach is followed at all times.
- Hold regular meetings to provide appropriate communication, collect feedback and handle any queries from the Taskers and Teams.
- Carry out any other ad hoc duties as may be requested, from time to time, by the immediate

Atlantic Integrated School, Nairobi
Director's Secretary

Dec 2021 – July 2022

- Managing the school's bookshop
- Preparing the exam
- Managing KRA monthly P.A.Y.E
- Managing the school's Petty Cash Book
- Keeping school's file and records
- Preparing and compiling examinations, ensuring efficient disbursement of assessment books and preparing 8-4-4 report forms.

Muzdalifah Cyber, Nairobi

Aug 2019 - to Nov 2021

Cyber Attendant

- Typesetting and photocopying
- Teaching computer basic packages
- Lamination
- Binding

✓ Remotasks
✓ **Sept 2019 – To Date**

- Data/Lidar Annotation/tasking and reviewing (Bee & Falcon Lidar)
- Recruiting and Training Bee and Falcon.
- Provision of accurate through-put
- Attend scheduled meetings and trainings/continuous improvement sessions.
- Data/Lidar Segmentation/tasking (Bee LSS)

4-Life Research Company, Nairobi

Dec 2017 – Nov 2018

Distributor

- Creating awareness of 4life products and its uniqueness to people.
- Scanning of patients
- Receiving and directing new clients to the 4Life office.
- Packaging and labeling purchased products with their prescriptions.
- Delivering the products to the clients' destination.
- Doing follow-up on patients already on the products to know what changes he/she has noticed.

Milimani Law Courts, Nairobi

Aug - Nov 2017

An Intern in Accounts and Finance Department

✓ **Expenditure Section**

- Transacting payment of witnesses, interpreters, staff per Diem allowances etc.
- Updating the cashbook.
- Maintaining the judiciary vote book
- Ensuring that documents for payments are complete with orders, bond to attend court or approved by the appropriate personnel.
- Ensuring that the documents are examined, signed by the principal and deputy principal
- Receiving requisition and preparing imprest issuing payment as per the requisition
- Updating the imprest register

- ✓ **Revenue Section**
- Making the daily cash analysis using the collection control sheet from the cash office
 - Making forms and final collection control sheet to be attached to the receipt and bank slips to be surrendered.
 - Recording the software collection control sheet manually to the four-copy collection control sheet.
 - Surrendering the receipt books and bank slips to the supreme court
 - Updating the mediators' payments

Carolina for Kibera, Nairobi

March- July 2017

Receptionist

- Receiving and Directing visitors
- Receiving and transferring calls
- Receiving and dispatching letters
- Making entries of monthly petty cash transaction
- Maintaining financial documents/ files
- Maintaining statutory documents.

WORKSHOP

African Center for Women in Communication & Technology

2022 Computer science Mentorship Program

Basic Customer Skills, Generation Kenya, Nairobi

Learning Basic Skills in Customer/Client Approach and Attendance Skills.

Understanding Professionalism in a Work Place Setting.

EDUCATION

DataCamp

Associate Data Scientist in Python

April-Sept2024

Coursera

Certificate | Google Advanced Data Analytics Professional Certificate

Dec 2023

Coursera

Certificate | Google Data Analytics Professional Certificate

Oct 2023

REFERENCES

References available upon request.