# **Curriculum Vitae**

Personal & Contact Details:		
Career Goal:	Utilize and enhance my data analysis skills and commercial experience further to help an organization in development and implementation of its business strategies while in the long run assume a leadership position.	
Personal Attributes:	<ul> <li>Strong analytical skills with excellent attention to detail.</li> <li>Excellent coordination, interpersonal and communication skills.</li> <li>Well organized, reliable, self-driven and motivated individual.</li> <li>Capacity to adequately handle huge work load and work under minimum supervision.</li> <li>Ability to work effectively with people at all levels.</li> <li>Effective planning and decision making abilities.</li> <li>Ability to learn, process and apply new skills and concepts quickly and efficiently.</li> </ul>	
Key Skills:	<ul> <li>High level proficiency in Microsoft Office tools (Word, Excel, PowerPoint, Outlook).</li> <li>Advanced knowledge and experience using statistical software such as R (RStudio, tidyverse, markdown), SPSS and STATA.</li> <li>Familiarity and excellent understanding of statistics skills, such as distributions, statistical testing, regression, machine learning algorithms and data visualization.</li> <li>Proficiency in SAP ERP, specifically Materials Management, Sales &amp; distribution and Supplier Relationship Management modules.</li> <li>Fluency in written and spoken English and Kiswahili.</li> <li>Trained Internal Auditor Quality Management Systems ISO 9001:2015</li> <li>Trained Fire Marshal and First aider.</li> </ul>	
Academic Background:	2014 - 2017 2008 - 2012	University of Nairobi Master of Science in Statistics University of Nairobi Bachelor of Science in Mathematics
	2003 – 2006	(Second Class Honours, Upper Division)  Kareng'ata Academy K.C.S.E : Grade A- (minus)
	1993 – 2002	Moi Educational Center K.C.P.E: 379/500; Grade A- (minus)

## Working Experience:

#### August 2021 to Current

### Africa Mental Health Research and Training Foundation

- Biostatistician
- Conduct statistical analysis of quantitative data for projects using SPSS, STATA and R.
- Analyze clinical trials and longitudinal data, summarize and interpret results using advanced statistical models, such as generalized linear models, survival analysis and mixed models.
- Process data analysis outputs and perform interim and final analysis, based on author/investigator instructions for publication in journals or reports or presentations in workshops or conferences.
- Writing detailed data analysis plans and descriptions of analyses and findings for grant applications, research protocols or manuscripts.
- Calculation of sample size for proposed studies.
- Conduct predetermined frequent data quality checks and come up with ways of solving any issues that arise.
- ❖ Assign work and provide guidance to data entry clerks.
- Assisting in designing data collection tools, questionnaires, and data collection templates.
- ❖ In consultation with the supervisor, work within the projected timelines to ensure the objectives (in relation to analysis) of assigned projects are met.

#### July 2020 to Current

#### Ministry of Health - COVID Data Centre

- Consultant
- Analyzing data for COVID-19, HIV Viral Load, viral suppression and early infant diagnosis.
- Filter and clean large data sets.
- Creating data visualizations and spatial mapping.
- Analyze data, create reports and interpret results using statistical techniques i.e logistic regression, descriptive statistics.

#### January 2019 – October 2020 Phillips Pharmaceuticals Limited

Commercial Assistant

#### August 2012 - December 2018 Phillips Healthcare Technologies Limited

Commercial Assistant

#### **Tenders & Pricing**

- Manage and monitor bid preparation and submission process to ensure compliance to mandatory documents and timely submissions.
- Provides support to contracts, ensuring compliance to contracting procedures.
- Review win/loss and manage feedback by compiling analysis reports on tender performance.
- Computing of competitive tender pricing structures based on proposed

prices by manufacturer.

- Coordinate with management to implement market pricing structure for company products as per internally agreed margins.
- Costing and Transfer Pricing responsibility for intercompany transfers.
- Perform SAP price maintenance entry, discounts and tender contract prices.

#### Sales Analysis & Inventory Management

- Prepare detailed historical sales reports detailing past performance to support demand planning and forecasting process of up to 18months.
- Advice senior management and sales teams on monthly sales reports to track sales targets acquired.
- Extract sales data from SAP, Filter and "clean" the data then provide correct and accurate sales analysis reports, tables and graphs for senior management of various principals.
- Compiling monthly and yearly reports on short expiry products for sales team and senior management.
- Perform SAP product Master data maintenance entry, Inventory list report, Batch & quantity adjustment after stock take and product Batch expiry list.
- ❖ Coordinate with customer care team to resolve price queries and ensure all orders are invoiced and recorded with correct prices in SAP.
- Assist in monthly supply planning by carrying out stock analysis and generating orders with suppliers in SAP.
- Preparing SAP quotations to customers.
- Raising LPO's in SAP for goods as requisitioned from demand planning and forecast process.
- Ensure and make follow up LPO's are internally approved, review supplier Purchase orders and verify order confirmation.
- In liaison with shipping department, align SAP LPO's with suppliers to have the necessary required documents for imports. i.e. Import Declaration Forms, Import Permits, Invoices.

Certifications:	July – September 2009	Institute of Advanced Technology  International Computer Driving License Certificate
Trainings:	2nd – 5th April 2019	Colozzy Data Analytics and Research Solutions Introduction to Data Management and Analysis using STATA
	4th – 7th June 2018	Amref Health Africa
		Statistical Data Analysis Course Level 2 using SPSS
	6th - 8th March 2018	Amref Health Africa
		Statistical Data Analysis Course Level 1 using SPSS

Publications:	<ol> <li>Momanyi, R. O., &amp; Ottieno, J. A. M. (2020). Generating Distribution Functions Based on Burr Differential Equation. <i>Journal of Advances in Mathematics and Computer Science</i>, 35(8), 55-64.</li> </ol>		
	https://doi.org/10.9734/jamcs/2020/v35i830313		
Availability:	One Month notice		
Referees:	3. Dr. Elvis Kirui  Medical Statistician  Ministry of Health ekirui@nphl.go.ke Tel: 0723522413  1. Jackline Mainye Sales & Marketing Manager Kenya Medical Supplies Authority jackline.mainye@kemsa.co.ke Tel: 0712219374		
	<ul> <li>4. Stephen Mburu         Chief Executive Officer         Medical Devices         Phillips Therapeutics Limited         steve.mburu@phillipsafrica.com         Tel: 0722203570         2. Prof. David Ndetei         Founder and Director         Africa Mental Health Research         and Training Foundation         dmndetei@amhf.or.ke         Tel: 0722518365</li> </ul>		