

Simon Nderi

Karatina, Nyeri, Kenya



symohmaina99@gmail.com



0741887999



[linkedin.com/in/simon-nderi-86a888276](https://www.linkedin.com/in/simon-nderi-86a888276)

Summary

Data Analyst, Data Entry Specialist and an IT expert/consultant equipped with a diverse and promising skill-set. Able to effectively self-manage during independent projects, as well as collaborate in a team setting. Proficient in customer relationship management with skills in customer relation, virtual assistance and sales and marketing

Skill Highlights

- Customer care
- Strong decision maker
- Complex problem solver
- Excellent communication skills
- Multitasking
- Innovative
- Service-focused
- Time management skills
- virtual assistance
- sales and marketing

Experience



Mentor

Mastercard Foundation

Sep 2018 - Present (4 years 11 months)

Mentor and train scholars

Scholars data management

Email and communication



Data Entry Specialist

Freelancer.com

Jun 2019 - Nov 2019 (6 months)

Compile daily production data to excel files.

Clean data in excel sheets and upload to database



Sales And Marketing Specialist

Equity Bank Limited

May 2022 - Feb 2023 (10 months)

Enroll customer to mobile banking and digitization.

Compile daily data using microsoft office.

Virtual assistance of clients and customer relationship.

Education



pwani university

Bachelor's degree computer science, website,data entry,virtual assistant,cyber security and database

Sep 2017 - Dec 2024

Skills

Customer Service • Virtual Assistance • Customer Relationship Management (CRM) • Sales • Data Entry • Data Analysis • Mentoring • Email • Communication

Honors & Awards



Best chess player - Pwani University

Mar 2018

winner pwani university christian union tournaments