

ZAMIL M. SHEIKH

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SUMMARY

A proactive and fast learner with a strong ability to adapt and acquire new skills. Highly organized, committed, and detail-oriented, with a track record of executing tasks to the best of my ability. Thrives both independently and in team environments, bringing enthusiasm, optimism, and a collaborative spirit to every project. Focused on delivering excellence with efficiency and professionalism.

EDUCATION

SOFTWARE ENGINEERING | JUN 2023 | MORINGA SCHOOL, NAIROBI, KENYA

Programming Language: React.js, JavaScript, Ruby on Rails, MySQL & GitHub Workflows: empowers teams and underpins effective collaboration, streamlines the software development process, and facilitates continuous delivery.

BSC. BIOCHEMISTRY & MOLECULAR BIOLOGY | DEC 2025 | JKUAT, NAIROBI, KENYA

IGCSE & GCE | NAIROBI INTERNATIONAL SCHOOL | MAY 2010 – JUN 2012

SECONDARY EDUCATION | ST. MARY'S SCHOOL | JAN 2008 – MAY 2010

WORK EXPERIENCE

ENTREPRENEUR WORK | KIDZA ENTERPRISE LTD | OCT 2023 – PRESENT

- Established and operate an SME with a Shawarma/fast-food eatery and a procurement tender supplying schools, generating KES 20,000 monthly profit.
- Developed supply chain expertise, ensuring seamless inventory flow and cost-effective sourcing strategies.
- Assumed full leadership and managerial responsibilities, led team supervision, operational oversight, and customer experience delivery, balancing strategic planning with day-to-day execution.
- Cultivated a deep understanding of running a successful enterprise, combining practical business acumen with a focus on sustainability and growth.
- Demonstrated ability to balance strategic planning with day-to-day execution, ensuring smooth operations and long-term business success.

EXECUTIVE ASSISTANT | CHECKUPS MEDICAL CENTER | DEC 2021 – SEP 2022

- Contributed to strategy development, driving subscription service sales and revenue growth.
- Implemented electric motorcycles for deliveries, optimizing routes, reducing costs, and promoting sustainability.
- Assessed growth opportunities for COVID-19 testing at the Kenya-Uganda border, collaborating with health stakeholders to expand services and improve public health outcomes.
- Balanced multiple priorities, supporting executive decision-making and operational efficiency.

CUSTOMER EXPERIENCE EXECUTIVE | ACORN HOLDINGS AFRICA | MAR 2021 – DEC 2021

- Delivered exceptional customer support, resolving issues and achieving 30+ sales monthly from 60 daily calls.

- Led cross-functional teams (security, maintenance, hygiene), improving productivity through clear communication and regular meetings.
- Spearheaded initiatives to increase monthly rent collection rates from 80% to 95%, consistently exceeding targets.
- Collaborated with IT to resolve customer account issues, reducing resolution times and improving system reliability.

ZARESA LIMITED | NOV 2020– PRESENT

- Managing social media marketing, poster and logo creation.
- Supervision of vehicle maintenance and repair.

INTERN | KENYA MEDICAL RESEARCH INSTITUTE (BUSIA) | JUL 2019 – SEP 2019

- Conducted comprehensive patient data management, sample collection, and processing, ensuring accurate diagnostics and timely results across parasitology, hematology, bacteriology, mycology, immunology, molecular diagnostics, biochemistry, and serology.
- Supported critical healthcare initiatives, including early infant HIV diagnosis and rapid viral detection, enabling prompt treatment and improved patient outcomes.
- Maintained strict adherence to good laboratory practices, ensuring a safe, efficient, and error-free working environment for high-quality diagnostic processes.

INTERN | PATHCARE KENYA LTD (NAIROBI) | MAY 2019 – JUL 2019

- Clinical chemistry evaluations of patient samples determining course of treatment by physician.
- Provision of technical support to run necessary tests on lab equipment and machinery.
- Machine calibration on Lab equipment - AU480, Bio-Rad D10, Dxl machine and COBAS 111.

INTERN | KENYA MEDICAL RESEARCH INSTITUTE (NAIROBI) | NOV 2014 – JAN 2015

- DNA amplification using Polymerase Chain Reaction (PCR).
- Diagnosis of the Schistosoma parasite.

PROJECT EXPERIENCE

UI/UX | FREELANCE | MAR 2023 – PRESENT

- Designed PetFinder <https://pet-finder-one.vercel.app> enhancing pet adoption through intuitive design.
- Collaborated on By-Graces <https://by-graces.vercel.app> a charity platform enabling donations and contribution tracking, fostering transparency.
- Developed Magical Continent <https://magicalcontinent.com> a travel platform offering booking and itinerary services, ensuring a seamless user experience.
- Currently developing a website for Beyond Borders Merchants <https://beyond-border-merchants.vercel.app/> a company offering logistic solutions.

LOGISTICS MANAGER | CHECKUPS MEDICAL COVA | DEC 2021 – SEP 2022

Streamlining dispatch of nurses, laboratory technicians, patient results, and patient medicines.

- Spearheaded end-to-end logistics operations, optimizing the dispatch of nurses, laboratory technicians, patient results, and medications to ensure timely and efficient service delivery.
- Designed and implemented a streamlined process for online medical services (tele-consultations), enhancing patient experience by coordinating seamless workflows between the call center, medical professionals, and service dispatch teams.
- Trained and supervised teams, improving operational accuracy and efficiency.
- Reduced costs by 2% through eco-friendly green scooters, maintaining service quality while promoting sustainability.

ACHIEVEMENTS:

- Presidential Award Scheme member, a scheme that delivered quality experiential activities that imparted positive life skills and ethical values to me for a better society, instilling core values such as professionalism, integrity and consistency.

VOLUNTEERING:

Active participation in community service with a mission of bettering the public that required execution of charity missions through various teams:

- **KENYATTA NATIONAL HOSPITAL** – Community service with children experiencing mental and physical disabilities
- **NYUMBANI CHILDREN'S HOME** – Community service with orphaned HIV positive children
- **CANCER AND GOING GREEN AWARENESS PROJECTS** – Involved in organizing fundraising activities for the School's CSR project CATSI, a cancer initiative project, including famine and hunger victims.

SPORTS ACCOMPLISHMENTS:

- **2012:** Elite Soccer Academy, Captain U19 | Arsenal Football Clinic, Nairobi | Dana Cup U19 quarter finalists, Denmark | Nairobi International School, Captain U19.
- **2011:** Keele Cup U18, England | St. Mary's Melvin's Cup U17 semifinalist, Nairobi | East African Tournament U17 semifinalist, Nairobi | National team (Harambee stars) trials | Elite Soccer Academy, Captain U18 | Nairobi International School, Captain U19.
- **2010:** Ligi Ndogo Soccer Club, Captain U16 | East Africa Cup runners up, Nairobi | Keele Cup plate winners, England | St. Mary's Melvin's Cup U16 semifinalists | Nairobi International School, Captain U17.

References are available on request.