

Charles Ng'ang'a

DATA SCIENTIST

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[LinkedIn Profile](#) | [Portfolio Link](#)

## PROFESSIONAL SUMMARY

Proactive and self-driven 2 years of experience in information management, research, data analysis, and knowledge management. I'm Proficient in python programming database management, data visualization, project coordination, product analytics and delivering actionable insights to support strategic decision-making. Skilled in building strong relationships with stakeholders, training teams, and improving workflows to enhance efficiency and data integrity.

## SKILLS

### Technical skills:

Python Programming | Database Management | SQL | Data Visualization (Power BI, Tableau) | Advanced Excel | Statistical Analysis | Machine Learning | Hypothesis Testing | Data Cleaning | Big query | Knowledge management | Data collection (Kobo Tool box) | AWS Cloud Services | Git | Descriptive & Predictive Analytics | Project Management | Power apps and Automate

### Soft Skills

Problem-solving skills | Collaboration skills | strong communication skills | Time management | Analytical thinking | Adaptability | Time management | Presentation skills | self-driven | Research | Training & Capacity Building

## WORK EXPERIENCE

Job Title: Data Analyst

February 2025 – Up to date

Kenya Private Sector Alliance (KEPSA) | Nairobi

Area of work: Monitoring and evaluation

### *Main task performed*

- Creating surveys for data collection using tools like KOBO toolbox, Microsoft forms, google forms, Survey CTO to get feedback and enhance the services.
- Conducting weekly meeting to update the team members in terms of milestone achieved for monitoring and evaluation purpose.
- Analyzing large datasets using Excel, SQL, and Python to track program performance and generate actionable insights.
- Automating repetitive tasks using power apps and power automate to enhance project deliverables.
- Creating and updating weekly Power BI dashboards to monitor progress and key performance indicators (KPIs).
- Collaborating with the Product Manager to enhance the website portal and working with UX/UI designers to improve user experience.
- Conducting research on current trends to align program strategies with industry demands.
- Analyzing Google Analytics and social media campaigns, assessing outreach effectiveness, and conducting A/B testing to optimize campaign performance.

- Preparing monthly PowerPoint reports and working with cross-functional teams to communicate insights and drive data-informed decisions.

**Job Title: Data Analyst/Assistant - Credit Operations**

**May 2024 – November 2024**

**Bank of Africa | Nairobi**

**Area of work: Legal, Insurance, and Credit department**

***Main task performed***

- Managed and validated record management systems, ensuring compliance with regulatory and organizational data governance standards.
- Conducted data cleaning, transformation, and validation to maintain data accuracy and consistency across multiple databases.
- Collaborated with legal, insurance, and credit departments to optimize data workflows and improve operational efficiency.
- Performed data entry and quality assurance checks to enhance the reliability of credit-related datasets.
- Developed automated reporting solutions and dashboards to improve data accessibility and decision-making.
- Analyzed large datasets to identify trends, generate insights, and support strategic planning.
- Assisted in risk assessment by evaluating documentation, detecting anomalies, and providing data-driven recommendations.

**Job Title: Data Assistant**

**March 2024 - May 2024**

**Central Bank of Kenya | Nairobi**

**Area of work: Information Resource Unit.**

***Main task performed***

- Digitized and organized over 100 library resources, streamlining data access and reducing retrieval time by 30%.
- Created and maintained structured metadata, improving searchability and accessibility across departments.
- Conducted data cleaning, validation, and quality assurance to ensure accuracy in digital records.
- Automated data entry processes, enhancing efficiency in archival and information management.
- Provided training on data organization and digital archiving best practices, improving staff competency.
- Collaborated with cross-functional teams to implement data management strategies, ensuring secure storage and seamless retrieval of archival materials.

**Job Title: Information Management Intern**

**July 2023 - November 2023**

**Regional Centre of Mapping and Resources for Development | Nairobi**

**Area of work: Capacity Building and Development Department**

***Main task performed***

- Provided exceptional customer service to clients and stakeholders, improving engagement and satisfaction.
- Supported marketing campaigns through data-driven insights and strategic planning.
- Coordinated project management activities, ensuring timely delivery and resource optimization.
- Conducted digitization of critical documents to enhance accessibility and data preservation.
- Delivered training sessions on data management best practices, increasing team efficiency.

**EDUCATION**

**Bachelor's Degree in Information Science**

**August 2019- December 2023**

**Kenyatta University**

**Relevant course work:** Statistics, Software Development, and Application, Research, and proposal writing

## CERTIFICATIONS AND TRAINING

Certificate in Data Analytics, Turing College [Find here](#)

May 2024 –November 2024

Certificate in Data Science, Explore AI Academy [Find here](#)

May 2023 – August 2024

Certificate in data protection, Strathmore University [Find here](#)

December 2024