



# MWOMBE MICHAEL CHITIAVI

michaelchimwo@gmail.com  
P.O. BOX 52 WEBUYE  
+254-113-112-051  
www.linkedin.com/Michael\_Mwombe

## PROFESSIONAL SUMMARY

Meticulous and analytical Data Entry / Data Analyst professional with a proven track record in accurate data processing, census operations, and administrative support. Skilled in managing large datasets, ensuring data quality, and extracting actionable insights. Adept at working with confidentiality, precision, and efficiency in fast-paced, detail-oriented environments.

## EDUCATION

### MASENO UNIVERSITY

2021- *Currently* BACHELOR OF SCIENCE (MATHEMATICS & COMPUTER SCIENCE)

- EXPECTED GRADUATION - DEC 2026

### KIVAYWA BOYS HIGH SCHOOL

2021 B – (MINUS)

- KENYA CERTIFICATE OF SECONDARY EDUCATION

### KENGELENI PRIMARY

2016 349 MARKS

- KENYA CERTIFICATE OF PRIMARY EDUCATION.

## EXPERIENCE

### KABRAS ICT CENTRE | P.O. BOX 52 WEBUYE

*Assistant Data Entry Administrator* Jan 2023 – Sept 2024

- Input, cleaned, and maintained large sets of data in spreadsheets and CRMs (Salesforce, Google Sheets).
- Ensured data integrity through consistent validation, formatting, and double-check procedures.
- Supported administrative teams in compiling monthly reports and organizing digital records.
- Provided executive-level support including data preparation, report drafting, and scheduling.
- Maintained databases, updated contact lists, and created performance tracking dashboards.

# **NATIONAL STATISTICS OFFICE- STATE DEPARTMENT FOR SOCIAL PROTECTION, SENIOR CITIZEN'S AFFAIRS | KAKAMEGA, KENYA**

*Enumerator - Kenya Social & Economic Project*

*June 2024*

- Conducted household interviews and verified demographic information as part of national census efforts.
- Entered sensitive data with high accuracy while maintaining confidentiality standards.
- Validated forms and resolved discrepancies through follow-ups and documentation review.
- Contributed to timely and accurate population data reporting used for government planning.

## **SKILLS**

- Data Entry & Validation
- Python Programming Language
- Microsoft Excel / Google Sheets (pivot tables, VLOOKUP, conditional formatting)
- Data Analysis & Visualization (Tableau, Power BI basics)
- CRM Tools (Salesforce, HubSpot)
- High Typing Accuracy (60+ WPM)
- Strong Organizational & Communication Skills
- Confidential Information Handling
- Survey / Interview Data Collection

## **CERTIFICATIONS**

- Google Data Analytics Certificate (Coursera)
- Data Entry Fundamentals – Udemy
- Microsoft Computer Packages Certificate – Kabras ICT Center

## **REFEREE**

1. **Dr. Owino Isaac**  
**Dean School of Maths Maseno University**  
**Tel: 0725911646**

**TYPE PERSONAL NAME**