

CURRICULUM VITAE

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CAREER OBJECTIVE

To be able to work in a challenging environment, turning problems into solutions and opportunities, through joint efforts, creativity and innovations for best results while upholding integrity, ethical standards and professionalism.

Competencies

- ✓ Computer literate; Ms Excel, Ms Access, Ms Word, Power point, DatStat Software,, statistical packages(SPSS),Genstat,Epi-Info and Internet
- ✓ Ability to interpret, analyze and resolve problems
- ✓ Highly motivated with a positive attitude and proactive problem-solving approach
- ✓ Organization skills; appreciate team work among the colleagues
- ✓ Focuses on goals and objectives of the organization/Company

WORK EXPERIENCE

November 2012 –To Date: University of Nairobi

Position: Senior Technologist

Duties and Responsibilities

- ✓ Assist students in Biometry and Statistics practical's, collect and analyze research data.
- ✓ Operate and maintain ICT equipments and participate in Departmental reach and other activities.
- ✓ Participating in the development and maintaining of Laboratory standard Operating procedures.
- ✓ To assist with the planning and implementation of lab activities and provide technical assistance to facility level Lab personnel.

**April 2012 - October 2012: Action Africa Help International (AAH-I) in collaboration
With Institute for Health Metrics and Evaluation of the
University of Washington**

Position: Research Assistant (Contract)

Duties and Responsibilities

- ✓ Worked with various groups (patients, DHMT'S and facility in charges) to collect data of high quality and ensured effective implementation of ABCE cost and constrain research project.
- ✓ Handled data with high integrity and ensured confidentiality and Protection of privacy
- ✓ Generated research reports as required by research Coordinator
- ✓ Participated in the required trainings including learning and use of relevant technology
- ✓ Ensured accuracy of data extractions from facility files and Recorded both computerized and manuals as required in line with project guidelines
- ✓ Managed data collections by meeting deadlines, capturing and entering data correctly from the surveys, records and interviews in line with provided guideline
- ✓ Ensured the prudent management of the study resources both physically and monetary to achieve desired results

Nov 2011 to Jan2012: UNOPS (United Nations Office For project Services)

Position: Field Monitoring Assistant (Pilot Project)

Duties and Responsibilities

- ✓ Acted as world food program information dissemination officer to parties such as Red Cross and Equity bank
- ✓ Co-ordination and sharing of information with the Nairobi Office
- ✓ Data Entry and Beneficiary registrations
- ✓ Opened accounts for beneficiaries in the cash enrolment program
- ✓ Scanned, photocopied of documents and maintaining filling System
- ✓ Prepared and submitted accurate and timely reports to the project officer
- ✓ Monitored and reported on the enrolment process of benefited clients to the field Officer

Aug 2008 –Sept 2011: METROPOL CORPORATION LTD. (Credit reference bureau)

Position: Statistics officer

Duties and Responsibilities

- ✓ Analyzed information collected on SME'S on behalf of banks (Bank Of Africa, Equity bank and standard bank) to determine the credit worthiness of the individuals or businesses.
- ✓ Assisted in the development of new products and processes and marketing.
- ✓ Conducted due diligence reports to determine creditworthiness of potential clients and generated timely and accurate reports periodically.
- ✓ Monitoring and Evaluation of distributors on behalf of the company's subscribers on request.

JUL 2007-DEC 2007: UNIROUTE INTERNATIONAL LTD (Democratic Republic Of Congo.(DRC)Lubumbashi)

Position: Administrative Assistant (Contract)

Duties and Responsibilities

- ✓ Maintained database of the company's revenue and expenditure
- ✓ General administrative duties
- ✓ Generating daily, weekly and monthly financial reports
- ✓ Maintained filing system for the company's documents
- ✓ Advised directors on general operation of the business

JUL 2005 – JUN 2007: KINGS INVESTMENT LTD.

Position: Data analyst.

Duties and Responsibilities

- ✓ Tracking slots machines to confirm daily machine turn- over, Liaising with management on any issue related to machine accuracy in terms of payment and receipts.
- ✓ Generated daily and monthly accounting reports of the company's revenue.
- ✓ Reconciliation of accounting documents with accounts department.
- ✓ Preparation of revenue and expenditure details for the company.
- ✓ Maintaining database for customers and their playing patterns.

FEB 2003 - NOV 2004: CONSUMER INSIGHT (RESEARCH COMPANY)

Position: Data Processor

Duties and Responsibilities

Market intelligence research for various companies such as Coca Cola Company, BAT and Nestle foods

Data entry, analysis and presentation the collected information

APR 2001 - DEC 2002: KENYA RAILWAYS

Position: Accounts assistant

Duties and Responsibilities

- ✓ Ensuring that all accounting records are up to date including prompt posting of all records in the accounting and reviewing of the same for accuracy
- ✓ Ensure compliance with all financial & tax regulations e.g. by preparing and submitting financial returns and payments such as VAT, corporate tax, withholding tax, NSSF, NHIF, annual returns etc within required deadlines. Prepare financial statements, analyses and reconciliations for the review and approval by the head of Finance and Administration.
- ✓ Ensure safe keeping of all manual and electronic accounts files.
- ✓ Review and process all financial transactions (invoices, bank deposits, payroll, and taxes) on a timely basis ensuring accuracy, completeness and compliance with company policies and procedures and regulatory requirements.
- ✓ Payment of wages/labor accounts and suppliers

EDUCATION BACKGROUND

20013 To Date: **TECHNICAL UNIVERSITY OF KENYA**

Pasuing Bachelors degree in Philosophy in Technical in Applied Statistics

2009 - 2010: **KENYA INSTITUTE OF MANAGEMENT**

Diploma in Project Management

Passed with Credit

2002 – 2004: **THE KENYA POLYTECHNIC UNIVERSITY COLLEGE**

Higher Diploma in Applied Statistics

Passed with credit (Awarded certificate of merit to be the best student)

1999 – 2001: **THE KENYA POLYTECHNIC UNIVERSITY COLLEGE**

Diploma in Applied Statistics

Passed with Credit

2006 (3 Months): **DIMA COLLEGE**

Certificate Course in Data Analysis (SPSS)

2002: (3 Months): **HERTZ DRIVING SCHOOL**

Driving License for BCE Class

18th June-21st Sept 1998 **Elimu Commercial and Computer training College**

- ✓ Certificate in computer applications;
- ✓ Introduction to computers
- ✓ Introduction to operating systems
- ✓ Microsoft excel, Microsoft word, PowerPoint, access and
- ✓ Web technology

1993- 1996: EMUSIRE HIGH SCHOOL

Kenya Certificate of Secondary Education

Obtained a Mean Grade of B- (Minus)

1984 - 1992: SIO PRIMARY SCHOOL

Kenya Certificate of Primary School - (KCPE) 466/700 Marks

HOBBIES AND INTEREST

Watching football, traveling and adventuring new places interested in research work

REFEREES

Mrs. Linah Atieno Okoth
Monitoring and Evaluation Manager
Future Group
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