

## DOUGLAS KHAMILA

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### SUMMARY

- Proactive professional with strength in developing Initiatives and promotions.
- Engages with students in professionals and personal level to build rapport.
- Productive employee with proven track record of successful project management and producing quality outcomes through leadership and team motivation.

### EDUCATION

**Master of Science:** APPLIED STATISTICS, 2023

**THE TECHNICAL UNIVERSITY OF KENYA-** NAIROBI, KENYA

**Bachelor of Science:** APPLIED STATISTICS, 2014

**THE TECHNICAL UNIVERSITY OF KENYA-** NAIROBI, KENYA

**Diploma of Higher Education:** PROJECT MANAGEMENT, 2010

### EXPERIENCE

#### **University of Nairobi,10/2012- Current**

University of Nairobi – Nairobi, Kenya

- Assist students in Biometry and statistics practical's, collect and analyze research data.
  - Operate and maintain ICT equipment and participate in Department reach and other activities.
  - Participating in the maintenance of Laboratory standard operating procedures.
  - Assist with the planning and implementation of lab activities and provide technical assistance to facility-level lab personnel.
  - Coordinate all Thesis and Project presentations for matter and undergraduate students in the department.
  - Assist in the arrangement of examination materials and invigilation of Exams in the department.
  - Monitor and analyze the attendance of students in their lectures in the department and advise the head of the department accordingly about the progress.
  - Carry out course evaluation for the department.
  - In charge of student's computer lab.
  - Identified issues analyzed information and provided solutions to problems.
  - Proactively participated in social media activities to promote awareness of (product or service) by developing post adverts and messaging prospective customers.
  - Assisted staff in providing campus tours for agents and prospective students to provide glimpse of campus culture, academic and programs.
  - Oversaw online forums to keep open line of communication with students.
  - Engaged in campus-based events to represent campus and reach out to potential students.
  - Attended industry conferences to network and boost throughout leadership capabilities
- Research assistant 10/2012 – 12/2012**  
**Action Africa Help International-** Nairobi, Kenya.
- Worked with various groups (patients, DHMTS, and facility in charge) to collect high-quality data and ensure effective implementation of ABCE cost and constraint research project.
  - Handled data with high integrity and ensured confidentiality

**KENYA INSTITUTE OF MANAGEMENT-** NAIROBI, KENYA

**Higher National Diploma:**  
APPLIED STATISTICS,2004  
**THE KENYA POLYTECHNIC UNIVERSITY COLLEGE-** NAIROBI, KENYA

**Diploma of Higher Education**  
APPLIED STATISTICS,2001  
**THE KENYA POLYTECHNIC UNIVERSITY COLLEGE-** NAIROBI, KENYA.

**Certified of Higher Education**  
K.C.S.E, 1996  
**EMUSIRE HIGH SCHOOL-** VIHIGA, KENYA

## REFEREES

**Prof. Levi Mbugua**

**Technical University of Kenya**

Director of School of  
Mathematics and Statistics

P.O Box 52428 00100

Tel: +254721666777

Nairobi

**Mr. Elias Obudho**

**University of Nairobi**

In charge biometrics unit  
Department of plant science  
And crop production.

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Nairobi

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And protection of privacy.

- Generated research reports as required by research coordinator.
- Participated in the required pieces of training including learning and use of relevant technology.
- Ensured accuracy data extractions from facility files and recorded both computerized and manuals as required in line with project guidelines.
- Managed data collection by meeting deadlines, capturing and entering data correctly from the surveys, records and interviews in line with the provided guideline.
- Utilized research resources, laboratories and workshops in adherence to set guidelines and procedures.
- Ensured the prudent management of the study resources both physical and money to achieve desired results.

**Field Monitor Assistant, 11/2011- 12/2012**

**United Nations Office for Project-** Nairobi, Kenya

- Acted as World food program information dissemination officer to parties such as Equity Bank.
- Co-ordination and sharing of information with Nairobi office
- Data entry and Beneficiary registrations
- Opened accounts for beneficiaries in the cash enrolment program.
- Scanned, and photocopied documents, and maintained filing systems.
- 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.

**Statistics Specialists, 07/2003-11/2011**

**Metropol corporation LTD-** Nairobi, Kenya

- Analyzed information collection on SME behalf of banks (Bank of Africa, Equity Bank and Standard Bank) to determine the credit worthiness of the individuals or businesses.
- Assisted on the development of new products and processes and marketing.
- Conducted due diligence reports to determine the 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.
- Used statistical data to create successful financial strategies for business
- Employed statistical and other data management software user friendly dissemination of analyzed data.
- Carried out or supervised checks on data to verify completeness of accuracy

## **SKILLS**

- Questionnaire hosting
- Stand management
- Event management
- Campus specific marketing
- Survey development
- Information gathering and analysis
- Team work skills
- Polite and friendly
- Administrative support
- Fast learner
- Problem solving
- Customer satisfaction