

# Caroline Jelagat

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## Personal Profile

Hardworking and resourceful professional with experience in undertaking analytical work and projects with minimal supervision. Adept at cultivating productive industry relationship to advance understanding of economic impact and future actions. Having active commitment to continuous improving quality standards when performing statistical analysis of industry and economic data. I am excellent in working with others to achieve a certain objective in time and with excellence. I am also reliable and dependable and often seek new responsibilities within a wide range of employment areas. I desire to work in a highly competitive and dynamic organization specializing in providing the quality standard to enable me to gain exposure in shaping me to face current needs.

## Education

**2020 to date**      **Master of Arts in Economics**  
University of Nairobi

**2015 to 2019**      **Bachelor in Economics and Statistics**  
University of Nairobi

**2010 - 2013**      **Kenya Certificate of Secondary Education**  
St Brigids Girls High School

## Professional Qualifications

- **Aug - Sept 2018:** Statistical Packages -Data analysis using SPSS, Statistical analysis using R-Gui software, Structured Query Language (MySQL), Data analysis using STATA, MATLAB computational software, Advanced Excel; Nairobi University
- **Aug - Sept 2014:** Certificate in Computer Packages; Aberdeen College

## Skills

- **Communication Skills:** Communicates very well both orally and in writing. Possess good presentation skills and people handling techniques.
- **Time Management:** Ability to manage competing priorities effectively, to be resourceful and to use time as a resource.
- **Flexibility:** Capacity to fit into most environments, maintain calm under pressure and can adapt well to changes in the work place.
- **Organization and Planning:** A highly organized individual who approaches all their work in a methodical and professional manner.
- **Teamwork:** Possess strong commitment to team environment dynamics with the ability to contribute expertise and follow any directives at appropriate times.
- **Analytical Skills:** Recognizes areas of weaknesses requiring improvements and makes recommendations to the management for consideration, approval and implementation.
- **Personal qualities:** Ability to wear many hats in a fast-paced environment; I am a person who upholds integrity, credibility, and dedication.

## Work Experience

May - July 2017

Cooperative Bank of Kenya, Eldoret West Branch

**Position:** Intern

**Key Achievements:**

- Demonstrated outstanding customer service, resolved customer concerns and helped build customer loyalty.
- Mentored and coached new management trainees
- Met all reconciliations deadlines set to me by my in charge

**Responsibilities:**

- Reconciliation of accounts.
- Cash section and stores.
- Photocopying and filling of documents.
- Account opening.

Jan - April 2017

Kenya Power and Lighting Company, Eldoret Branch

**Position:** Intern

**Key Achievements:**

- Reduced customers' complaints by responding to their issues as they arise.
- Prepared customers' bills report on time.
- Complimented by my mentors.

**Responsibilities:**

- Fed information into ITMS.
- Planned transportation systems.
- Rectified customers' wrong credits of accounts.
- Reconciliation of accounts.

**Awards**

- Awarded the best student in chemistry
- Awarded cash prizes as the best BOM teacher at Kapkoiga Girls

**Trainings and Workshop**

- Oct 2018: Leadership and management training course
- March 2019: The place of youth in National development and attainments of vision 2030
- June 2019: Shifting from local to global markets

**Seminars and Conferences**

- Gender sensitivity and women empowerment for economic development.

**Participations**

- Participated in the Young Accountants Symposium

## Additional Information

### **Community Work**

- Involved in community work in building houses for internally displaced persons.

### **Hobbies and Interests**

- Traveling, Reading, Watching Movies, Listening to Music

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### **Referees**

Abraham Kipkoech Kimwetich

Operation Manager, Cooperative Bank Eldoret West Branch

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