

# TABERA BWIRE OMONDI

## Middle Business Development Officer

### SUMMARY

- Experienced software engineer with a strong background in computer science and a Bachelor's degree in Economics and Sociology. - Proficient in various programming languages, including but not limited to Java, Python, and C++. - Skilled in software development methodologies, principles, and patterns, with a solid understanding of the SDLC. - Experienced in developing and implementing software solutions, with a focus on problem-solving and delivering high-quality products. - Familiar with a wide range of technologies and tools, including MS Office Suite, SPSS, STATA, and more. - Strong analytical and problem-solving skills, with the ability to collaborate effectively in cross-functional teams. - Excellent communication and interpersonal skills, with a proven track record of delivering results and exceeding expectations.

### TECHNICAL SKILLS

<b>Main Technical Skills</b>	Communication Skills, SPSS, DATA ANALYST
<b>Project Management &amp; Administration</b>	Communication Skills
<b>Third Party Tools / IDEs / SDK / Services</b>	Excel

### WORK EXPERIENCE

#### Business Development Officer, BUSINESS DEVELOPMENT OFFICER

**Duration:** May 2021 - Sep 2023

**Summary:** Developing and sustaining solid relationships with company stakeholders and customers.

**Responsibilities:** Analyzing customer feedback data to determine whether customers are satisfied with company products and services. Recruiting, training, and guiding business development staff. Providing insight into product development and competitive positioning. Analyzing financial data and developing effective strategies to reduce business costs and increase company profits. Conducting market research to identify new business opportunities. Collaborating with company executives to determine the most viable, cost-effective approach to pursue new business opportunities. Meeting with potential investors to present company offerings and negotiate business deals.

#### Sales Agent, SALES AGENT

**Duration:** March 2020 - April 2021

**Summary:** Meeting with customers in-store and out at site locations.

**Responsibilities:** Providing customers with information about company equipment and solar systems. Demonstrating company solar products in a working environment. Gathering information to accurately identify the customer's solar needs. Selecting solar energy

products and systems to best suit the customer's needs. Preparing or reviewing designs for the customer's solar installation. Creating fully customized energy packages for large-scale solar installations. Providing customers with quotes, sales orders, shipping information, and tax credit information. Providing after-sales service including courtesy calls and site visits. Following up on sales quotes from other members of the sales team. Completing sales order paperwork. Generating potential leads for new accounts.

## **Lecturer, LECTURER**

**Duration:** May 2018 - Apr 2021

### **Summary:**

- Taught sociological units such as social work and community development
- Internal examiner for the college
- Supervised field attachments
- Lecturer of economic units in the institution

## **Enumerator, ENUMERATOR**

**Duration:** April 2019 - May 2019

### **Summary:**

- Identifying boundaries for the Enumeration Areas (EAs)
- Locating all structures and visiting every household to list all the usual members in the EA assigned to them before the enumeration exercise
- Ensuring that all the necessary equipment/materials to be used for enumeration are available to them before the exercise commences
- Administering all questions and recording responses on all persons who will have spent the night of 24th/25th August 2019 in each of the households in the assigned Enumeration Area
- Obtaining complete and accurate answers and capturing them correctly during the enumeration exercise
- Forwarding all equipment and questionnaires (used and unused), maps, notebooks, and any other materials as directed to the Content Supervisor after the enumeration exercise
- Interpret interview questions to assist people in understanding them and providing eloquent answers
- Assist people in filling out survey forms and explain items on survey form
- Double-check information on survey forms or information pads to ensure the accuracy of information
- Identify and report any issues that may arise while attempting to obtain valid data
- Compile, record, and code information derived from specified forms into a predefined database
- Ensure that the supervisor is kept informed of completed assignments and progress
- Analyze the authenticity of the information provided by ensuring direct contact with each family member within a family

## **Registration Assistant, REGISTRATION ASSISTANT**

### **Summary:**

- Carrying out actual registration within the designated sublocation
- Ensuring that all registration materials are available
- Filling in digital data capture forms before entering them into the system
- Capturing biometrics of respondents
- Checking the completeness of the forms to ensure that all questions were asked, and responses were legibly captured



- Preparing daily debriefing notes for the supervisor (Registration Officer) on the registration status

## **Research Assistant Trainee, RESEARCH ASSISTANT TRAINEE**

### **Summary:**

- Writing of minutes of the various committee concerned
- Conducting public participation with an aim of obtaining the public opinion on the various bills which the committee wants to seek public views
- Attending County Assembly sittings and checking on the progress of various bills in the House
- Preparation of committee reports
- Develop and distribute committee schedule of meetings
- Coordinating operations of a group of functions in any of the Divisions, namely, Procedural Research, Committees, Legislative, Commission, and Administration
- Prepares interview questions and collects data
- Conducts research experiments
- Analyzes data and summarizes results
- Fact checks and proofreads manuscripts
- Generates graphs and spreadsheets to portray results
- Maintains research equipment
- Prepares presentations for primary researchers
- Documents research processes

## **Presiding Officer, PRESIDING OFFICER**

### **Summary:**

- Conduct training on the polling, counting, and tallying process for the fresh presidential election
- Collect and ensure security of all election materials for the fresh presidential election
- Oversee efficient and effective management of the election before, during and after of election
- Ensure the good conduct of elections in the polling station or tallying centre as assigned
- Counting, tallying and announcement of provisional results in the polling station and sending the same through online transmission to the National and Constituency tallying centres
- Ensure safe custody all entrusted documents during the 2017 General Elections, document handover of all election materials and equipment to RO after the General Election

## **Deputy Presiding Officer, DEPUTY PRESIDING OFFICER 2017 GENERAL ELECTIONS**

### **Summary:**

- Deputizes the presiding officer
- Ensures safe return of all non-strategic materials
- Welcomes voters and supervises clerks
- Guides voters to the polling booth and the ballot boxes
- Ensures that voters cast all the ballot papers issued and in the correct ballot box
- Helping in sealing of ballot boxes at various stages of the polling and counting process
- Any other roles as assigned by the presiding officer



## **Voter Verification / Inspection Clerk, VOTER VERIFICATION / INSPECTION CLERK**

### **Summary:**

- Opening and closing of voter verification/inspection center at designated time
- Collate and submit claim forms from the public and forward the same for appropriate action to be taken
- Liaise with the local administration on how to make verification exercise more effective
- Giving of daily and weekly reports on the status of verification process within the polling station assigned

## **Voter Registration Clerk, VOTER REGISTRATION CLERK (V.R.C)**

### **Summary:**

- Conducting electronic mass voter registration
- Giving daily report to the Constituency Registration Office on the number of people enrolled
- Coming up with and publicizing the kit movement schedule in the area deployed
- Security of the biometric voter registration kit (BVR) and ensuring its safety
- Liaising with the local administration including the chiefs and sub-chiefs in ensuring adequate mobilization of the voters
- Liaising with the voter educators in ensuring high turn-up of voters

## **Centre Guide, CENTRE GUIDE**

### **Summary:**

- Data collection and analysis
- Report writing and editing
- Database management and record keeping
- Child inventory
- Caregivers follow up

## **EDUCATION**

- **BACHELOR OF ARTS IN ECONOMICS AND SOCIOLOGY**  
Laikipia University, Second class honors (upper division)  
2012-2016
- **KENYA CERTIFICATE OF SECONDARY EDUCATION**  
Tambach High School, B plain  
2008-2011

## **CERTIFICATION**

- **Certificate In Stata Data Analysis Package**  
Laikipia University  
Sep-Dec 2015
- **Certificate in Statistical Packages for Social Sciences (SPSS)**  
Laikipia University  
Jan-April



- **Certificate in Computer Application Packages**  
Smart Business College  
2012
- **Driving licence for light Motorcycle Class A2**  
Danwin Driving School. DL No: 1657050

