


# SAMUEL MUCHELE NDIKWAE

## CONTACTS

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## EDUCATION

- Bachelor of Science with Information Technology**  
**Maseno University | 2016 – 2021**  
Graduated: February 25, 2022
- Kenya Certificate of Secondary Education (KCSE)**  
**Chekulo Secondary School | 2011 – 2015**
- Kenya Certificate of Primary Education (KCPE)**  
**Chekulo Primary School | 2002 – 2010**

## SKILLS

### CORE COMPETENCIES:

- Curriculum development and lesson planning
- Student assessment and academic performance monitoring
- Data collection, analysis, and reporting
- Sales and customer service management
- Inventory and stock control
- Agricultural advisory and plant/animal health management

### TECHNICAL SKILLS:

- MS Office Suite (Word, Excel, PowerPoint, Publisher)
- Spreadsheet and data analysis tools

## PROFESSIONAL SUMMARY

Results-driven professional with extensive experience in teaching, data analysis, sales, and agricultural advisory services. Skilled in Biology and Chemistry instruction, data management, IT applications, and customer engagement. Good at applying analytical, organizational, and problem-solving skills to deliver high-quality outcomes in both classroom and field environments. Proven ability to enhance learning experiences, streamline processes, and build productive relationships with stakeholders. Committed to continuous professional growth and contributing effectively to team and organizational success.

## PROFESSIONAL EXPERIENCE

### Biology & Chemistry Teacher

#### Lotus of Highway, Bungoma | 2024 – Present

- Plan and deliver high-quality, curriculum-aligned Biology and Chemistry lessons that promote conceptual understanding and practical application.
- Design and implement engaging teaching materials, experiments, and interactive activities to reinforce theoretical knowledge.
- Monitor and evaluate student performance using assessments, quizzes, practical exercises, and performance tracking tools.
- Maintain classroom discipline and foster a supportive, inclusive, and collaborative learning environment.
- Provide individualized guidance and mentoring to address diverse learning needs and enhance student outcomes.
- Integrate technology and data-driven approaches to improve lesson delivery and student engagement.

#### Key Achievements:

- Improved student performance and progression in science.
- Mentored students to win interschool science awards.
- Fostered collaboration, curiosity, and critical thinking.
- Introduced practical experiments for better concept understanding.

### Salesperson & Animal Health Technician

#### Dixa Agroveter, Kakamega | 2022 – 2023

- Dispensed veterinary drugs and advised farmers on appropriate treatments based on animal health needs.
- Conducted regular stock-taking, monitored expiry dates, and ensured proper storage of veterinary products.
- Carried out field visits, farmer consultations, and participated in agricultural seminars to provide technical guidance.
- Maintained accurate sales records, processed transactions, and managed customer accounts.
- Supported the development and execution of promotional campaigns for veterinary products.

#### Key Achievements:

- Reduced stock wastage through proactive monitoring of expiry dates and inventory management.
- Enhanced customer satisfaction with tailored advisory services.
- Increased product uptake through farmer education on animal health.
- Represented the company in field seminars, strengthening community engagement and brand trust.

- Internet research and email communication
- Digital record-keeping and reporting
- BIOMETRIC / KYC verification systems
- Use of field data collection tools and software

#### SOFT SKILLS:

- Strong communication and interpersonal skills
- Problem-solving and analytical thinking
- Teamwork and collaboration
- Time management and organizational skills
- Adaptability and willingness to learn
- Customer engagement and relationship building

## LANGUAGES

- **English** – Fluent
- **Kiswahili** – Fluent

### Agri-preneur / Enumerator

#### NAVCPD, Bungoma | 2023

- Conducted field data collection on agricultural practices, production, and demographics by engaging directly with farmers.
- Recorded accurate and detailed information on crop types, livestock, farm management practices, and socio-economic conditions.
- Maintained data quality by validating and cross-checking information.
- Collaborated with team to efficiently cover regions and meet project timelines.

#### Key Achievements:

- Successfully collected and submitted high-quality, accurate data that informed regional agricultural analysis and reporting.
- Enhanced farmer participation through clear communication and trust-building.
- Helped complete the data collection project on schedule.

### Clerk No.1

#### Independent Electoral and Boundaries Commission (IEBC), Bungoma | 2021 & 2023

- Managed and operated KIEMS kits for voter verification and registration during elections.
- Conducted biometric verification to prevent electoral fraud.
- Directed validated voters and ensured proper voting procedures.
- Maintained accurate records of voter participation and equipment use.
- Trained and guided temporary election staff for smooth operations.

#### Key Achievements:

- Ensured efficient and accurate voter verification, contributing to a transparent and credible electoral process.
- Successfully managed KIEMS kit operations without discrepancies throughout the election period.
- Enhanced voter flow and minimized delays through effective coordination and clear instructions.

### Front Desk Receptionist

#### Siritamu Resort, Bungoma | 2022

- Greeted and assisted guests, ensuring a professional and welcoming experience.
- Handled calls, emails, and inquiries, providing accurate information and proper routing.
- Kept reception area organized and well-stocked.
- Monitored visitor access, maintained visitor logs, and followed security protocols.
- Provided administrative support, including filing, photocopying, scheduling, and office supply management.

#### Key Achievements:

- Improved guest satisfaction with prompt, courteous service.
- Streamlined front desk operations, boosting efficiency and response time.
- Ensured safety through effective visitor monitoring.
- Optimized administrative processes for accurate records and smooth operations.

### Science Teacher (Biology, Chemistry, Mathematics)

#### Great Rift Girls Secondary School, Eldoret | 2019 – 2021

- Planned and delivered engaging lessons in Biology, Chemistry, and Mathematics, aligned with the national curriculum.
- Conducted practical experiments to reinforce theoretical concepts.
- Assessed and monitored student performance through tests and assignments.
- Maintained accurate records and enforced school policies.
- Participated in staff meetings, professional development sessions, and extracurricular activities.

#### Key Achievements:

- Boosted student performance with higher exam scores and progression.
- Applied innovative teaching methods to enhance engagement and comprehension.
- Mentored students for science competitions, earning interschool awards.
- Created a collaborative classroom promoting critical thinking and problem-solving.

## ADDITIONAL EXPERIENCE

### Plant Health Data Management Kenya Plant Health Inspectorate Service (KEPHIS)

- Utilized Microsoft Excel for tracking and analyzing plant health inspection data
- Supported plant certification processes and maintained inspection records database
- Ensured data accuracy for regulatory compliance and plant health reporting

## REFERENCES

Available upon request

### Assistant Data Analyst

#### Apollo Agriculture, Bungoma | 2020

- Collected, cleaned, and analyzed agricultural data.
- Prepared reports and visualizations to communicate insights.
- Documented analysis processes for clarity and reproducibility.
- Collaborated on research projects and field data collection.
- Used Excel and analytical tools to identify trends and actionable insights.

##### Key Achievements:

- Provided accurate insights to inform agricultural decisions.
- Streamlined data workflows, reducing errors and improving efficiency.
- Supported leadership with data-driven reports for strategic planning.
- Contributed to timely completion of research and analysis projects.

### Content Supervisor

#### Kenya National Bureau of Statistics (KNBS), Bungoma | 2019

- Supervised and coordinated enumerators, ensuring adherence to protocols.
- Managed and distributed materials, equipment, and resources for field operations.
- Assigned enumeration areas and maintained accurate registers.
- Trained and guided enumerators for consistent, accurate data collection.
- Monitored field operations, resolving issues to maintain quality and timelines.

##### Key Achievements:

- Led enumerators to accurate, timely data collection.
- Maintained zero discrepancies in materials and reporting.
- Enhanced enumerator performance through training.
- Contributed to successful completion of a large-scale national survey on schedule.

### IT & Data Intern

#### Kenya Plant Health Inspectorate Service (KEPHIS), Kenya | 2021

- Assisted in seed certification inspections and sample collection.
- Supported plant health diagnostics through sample processing and lab work.
- Participated in import/export inspections and phytosanitary compliance.
- Prepared field reports and maintained regulatory data records.

##### Key Achievements:

- Enhanced data accuracy and reporting using Excel and digital tools.
- Supported plant inspections to ensure compliance with national standards.
- Assisted in tracking and analyzing plant health data for operational planning.
- Gained practical IT experience in an agricultural regulatory setting.