Micheal Benson Wambua

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Professional Summary

Detail-oriented and meticulous professional with experience in data management within clinical and non-governmental organization (NGO) settings. Skilled in handling sensitive patient and beneficiary information, maintaining accurate digital records, and ensuring data integrity and confidentiality. Proficient in Microsoft Office Suite and database management. Seeking to apply strong data entry and administrative skills to a role requiring high levels of accuracy and attention to detail.

Key Skills

· *Data Entry & Management:* Patient Records Management, Beneficiary Data Tracking, Confidential Data Handling, Data Verification, Database Updates, Report Generation

· *Software Proficiency*: Microsoft Office Suite (Excel, Word), Google Workspace, Database Software

· *Sector-Specific Knowledge*: Electronic Health Records (EHR), Health Information Systems, NGO Monitoring & Evaluation (M&E) Support

· *Core Competencies: Attention to Detail, Time Management, Discretion & Confidentiality, Problem-Solving*

Professional Experience

Data Clerk | Uzima Community Clinic | Kiambu
(Jun 2024 – Aug 2025)

· Accurately entered and updated patient demographic and visit information into the clinic's electronic health records (EHR) system for an average of 50+ patients daily.

· Verified patient information against identification documents to ensure data accuracy and minimize errors in the registration process.
· Compiled and processed daily patient statistics for reporting to the Ministry of Health, ensuring timely and accurate data submission.
· Maintained strict confidentiality and adhered to data protection policies for all sensitive patient health information.
· Assisted in digitizing and organizing archival patient files, improving record retrieval efficiency.

Data Entry Assistant (Entry position) | Ruiru Rehabilitation Centre | Ruiru
(May 2023 – April 2024)

· Input and verified beneficiary data from field registration forms into the organization's central database, managing information for over 1,000 individuals.
· Supported the Monitoring & Evaluation (M&E) team by cleaning and organizing project activity data for quarterly performance reports.
· Assisted in generating customized lists and labels for the distribution of aid materials, ensuring accurate targeting of program beneficiaries.
· Performed data quality checks to identify and correct duplicates or inconsistencies in contact information.
· Prepared and formatted data for presentation in internal reports and donor updates using Microsoft Excel.

Office Assistant | City Business Solutions | Nairobi
(Apr 2022– Dec 2022)

· Performed general data entry tasks, including updating client contact lists and processing invoice information.
· Managed physical and digital filing systems, ensuring all documents were accurately labeled and easily retrievable.
· Provided administrative support to the office team, including scanning, photocopying, and managing correspondence.

Education

- Bachelor of Science (General)
  Kenyatta University | Sep 2021 – Apr 2026

- Certificate in Computer Packages
  Downstream Training College | May 2021 – Jul 2021

- Kenya Certificate of Secondary Education (KCSE) – B-
  Downstream High School | 2017 – 2021

- Kenya Certificate of Primary Education (KCPE) – 309
  Kwa Njenga Primary School | 2006 – 2016

- Certificate in Good Laboratory Practises (GLP)
  Allison online school .

- Certificate in Paramedics (Emergency Response)
  IYF International Youth fellowship | sep 2025 - Nov 2025)

Certifications in Progress (Strategic Upskilling)

- Google Project Management Professional Certificate – Coursera
  (Expected: March 2026)
  Actively mastering formal project management methodologies to enhance
  strategic planning and operational efficiency for founders.

- Specialization in AI-Powered Productivity Tools – Udemy (Expected:
  April 2026)
   Deepening hands-on expertise in leveraging LLMs (ChatGPT, Claude)
  and automation tools (Zapier) to systematize workflows and create time
  savings.

- Certified Virtual Assistant (CVA) – American Society of Administrative
  Professionals (ASAP) (Expected: Mach 2026)
   Completing the industry-standard credential focused on advanced
  administrative support, business communication, and ethics.