

PETER MWANGI MURAGURI

P.O. Box 224 – 20107, Njoro, Nakuru, Kenya

Phone: +254768947917 || +254752325037

Email: Petermuraguri001@gmail.com

mwangipetaah@gmail.com

Website: <https://sites.google.com/view/peter-mwangi-muraguri/home>

PROFESSIONAL PROFILE

I am an enthusiastic and detail-oriented fellow with a strong foundation in statistical modeling, forecasting, and data visualization. Adept at identifying trends, optimizing processes, and presenting findings to stakeholders in a concise manner. Proven ability to work both independently and in a team environment with multiple priorities. Committed to accuracy, efficiency, and continuous improvement in data-driven environments. Committed to contributing to a collaborative, innovative environment that values impactful results, continuous learning, and scalable problem solving.

WORK EXPERIENCE

Administrative Intern – Directorate of Postgraduate Studies, Egerton University

2025 – Present

Responsibilities:

1. Collecting data from multiple sources related to postgraduate studies, including student records, program evaluations and study stage i.e. thesis, proposal and field. Identifying trends, patterns and insights that can inform decision-making processes within the Board of Postgraduate Studies.
2. Ensuring the accuracy and integrity of the data by performing data cleaning tasks, including identifying and correcting errors, managing missing values and establishing standardized data formats to prepare everything for analysis.
3. Generating reports that summarize findings from the data analysis using visual representations such as charts and graphs to effectively communicate results.
4. Composing and drafting official reports, minutes, and departmental correspondence, ensuring accuracy and professionalism.
5. Providing logistical support for meeting planning and organization, including scheduling, material preparation, and coordination.
6. Managing physical and digital archival systems by accurately retrieving and filing documents,

ensuring efficient information retrieval and organizational memory.

7. Managed the tracking and production of student admissions data through the institution's ERP system.
8. Managed document reproduction needs by performing high-volume scanning and photocopying, ensuring clarity and confidentiality of sensitive materials.
9. Served as a key point of communication by drafting and sending official emails on behalf of the Graduate School to students and staff.

Sales Associate Assistant Attaché – Copia Kenya, Nakuru Depot June 2022 – August 2022

Responsibilities:

1. Assisted customers in selecting products, processing sales transactions, and ensuring a positive shopping experience.
2. Managed timely deliveries of client purchases while maintaining accurate records of payments received.
3. Handled digital payments, reconciled delivery logs, and reported discrepancies to management.
4. Ensured product quality and customer satisfaction by verifying orders before dispatch and addressing client concerns.

EDUCATION BACKGROUND

Bachelor of Economics and Statistics (2nd Class Honours, Lower Division)

Department of Economics and Development Studies, University of Nairobi

2020 – 2024

Kenya Certificate of Secondary Education (*B Plus 71 points*)

Mkungi Boys Secondary School

2016 – 2019

Kenya Certificate of Primary Education (C plain 317/500 marks)

Ndarugu Primary School

2008 – 2015

PROFESSIONAL DEVELOPMENT

1. Completed a one- month Project Management Virtual Internship delivered by Illinois Institute of Technology and Excelerate. (21 July – 17 August).
https://drive.google.com/file/d/1UquKiHBubZZF95v9qfsilsmFLB-KFLS/view?usp=drive_link
2. Successfully completed the AI Career Essentials certification program at African Leadership

Academy (ALX Africa), gaining foundational skills in artificial intelligence and its applications (July 2024).

https://drive.google.com/file/d/1kxbb1bXfopf98lG5Jm_pBsqiWBCgppst/view?usp=sharing

3. Earned a Financial Management Essentials Certificate from Cornerstone onDemand Foundation, enhancing competencies in budgeting, financial analysis, and strategic resource allocation (November 2024).

<https://drive.google.com/file/d/1pka7sObpWlbKrRYe7KcBZ6p0pI09vVag/view?usp=sharing>

4. Earned a Procurement and Logistics Certificate from Cornerstone OnDemand Foundation, equipping me with strategic sourcing, supply chain management, and operational logistics skills to optimize organizational efficiency (October 2024).

https://drive.google.com/file/d/16TJsYXAxwk-YZcQ8MTkIjLo_UphwiJEL/view?usp=sharing

5. Completed a Monitoring and Evaluation Practices certification from Cornerstone OnDemand Foundation, gaining expertise in data-driven decision-making, with skills in performance tracking, reporting, and strategic project improvement (September 2024).

<https://drive.google.com/file/d/1uESUPCvu1D0--ICYCHu9FlZkjNbfU7L/view?usp=sharing>

WORKSHOP/CONFERENCES/TRAINING

1. Participated in three-day event AI in Higher Education Summit at Egerton University themed “Generative AI in Higher Education Teaching, Learning, and Research: Candid Confrontations.” (14th – 16th October)

<https://drive.google.com/file/d/1hv0BJpghsQ68HTTt6gGTkLU-gld9W1Ld/view?usp=sharing>

2. Participated in a training on Ethics of Research Involving Human Subjects offered by JKUAT in collaboration with KenyaHMIS III (3rd October 2025)

<https://drive.google.com/file/d/1lpFtoXuKIGgSBPJnEDNjC6KaY8J48xxi/view?usp=sharing>

3. Participated in the capacity-building training workshop on Gender Transformative Programming (2nd October 2025)

https://drive.google.com/file/d/1EpphtEPuR_Ma1cm2YouxCJ7Z81O-Gy8/view?usp=sharing

4. Participated in a training on Scientific Writing for Early Career Scientists from Regional Universities Forum for Capacity Building in Agriculture (RUFORUM) (14th July 2025 – 18 July 2025)

https://drive.google.com/file/d/1YEuDNwp4oJXS9yrDL42ii0ol52h30NNe/view?usp=drive_link

5. Participated in a training on Data Management for Research and Institutional Decision Making from Regional Universities Forum for Capacity Building in Agriculture (RUFORUM) (21st July 2025 – 25th July 2025)

https://drive.google.com/file/d/1udUCO-aQ-iBexAOx-K1slJHnV0UEhezN/view?usp=drive_link

6. Completed the Kenya HIV Recent Infection Surveillance training offered by the National AIDS and STI Control Programme (NASCOP), Ministry of Health, Kenya (30th June, 2025).

7. Completed a training on Implementing HIV Case-Based Surveillance in Kenya offered by the National AIDS and STI Control Program (NASCOP), Ministry of Health, Kenya (26th June, 2025).

8. Ethics Sensitization Workshop, facilitated by National Commission for Science and Technology (NACOSTI), at Egerton University CMRT (29th and 30th May, 2025).

9. A webinar to exchange insights, foster understanding of emerging concepts and drive healthcare transformation across the African continent, hosted by CMU – Africa partnering with America

University in Cairo (AUC) (9th June 2024 – 12th June 2024).

10. An online webinar seminar on “captive or catalyst? Value chains and (re)production networks in Kakuma refugee camp and Kalobeyei settlement” by Arbie Baguios (Doctoral researcher, International Development, London School of Economics) in partnership with the Institute for Development Studies (IDS) (6th June 2024).
11. Presentation on “*Integration of CBC in University Programs: CBC Framework, Approaches and Pathways*” by Prof. Rosemary K. Imonje from the Department of Educational Management, Policy and Curriculum Studies (14th May 2024).
12. Annual Student Wellness summit hosted by the office of the dean of students and career services in partnership with the Christian Students Leadership Centre University of Nairobi at Ufungamano Auditorium (4th May 2024).
13. Amnesty International 2023/2024 Global Annual Report Launch and Human Rights Conference, organized in partnership with the Institute for Development Studies (IDS), at Chandaria Auditorium, University of Nairobi (25th April 2024).
14. The future of work career summit. Theme: “*Re-imagining jobs for Africa in a disrupted labor market for global competitiveness*” at Chandaria Auditorium, University of Nairobi (14th and 15th March 2024).
15. Mental Health sensitization and awareness event to commemorate World Mental Health Day 2023, themed “*Mental Health is a Universal Human Right*”, at Chancellor’s Court, University of Nairobi (19th October 2023).
16. International wheelchair day held at the University of Nairobi Graduation Grounds, themed “*My wheelchair, my right to inclusion*” (1st March 2022).

COMPUTER SKILLS

Microsoft computer applications, STATA, Kobo Toolbox, Power BI and Tableau.

OTHER ACTIVITIES/ INTERESTS

1. An active Field Volunteer at Kenya Red Cross Society in Nakuru, Njoro, supporting community outreach programs and disaster response initiatives 2023 – Present
2. A member of Green Oasis Initiative as an analyst that helps in facilitating funding opportunities for farmers by evaluating and supporting their project proposals 2025 – Present
3. An active volunteer at Stand Up Shout Out (SUSO) Org that spearheads environmental protection initiatives, sustainable change and conservation efforts. 2025 – Present

OTHER INFORMATION

Date of Birth: 31st July 2002

Gender: Male

Citizenship: Kenyan

Marital Status: Single

LANGUAGES PROFICIENCY

Language (s)	Writing	Reading	Speaking
English	Excellent	Excellent	Excellent
Kiswahili	Excellent	Excellent	Excellent
Kikuyu	Good	Good	Good

REFEREES

1. PROF. CHARLES MWITHALI M'ERIMBA

Director, Directorate of Postgraduate School
 P.O. Box 536-20115, Egerton University
 +254728543191
cmerimba@egerton.ac.ke / merimba2010@gmail.com

2. MS. LINET JEROTICH CHERAISI

Senior Administrative Assistant II, Directorate of Postgraduate School
 P.O. Box 536-20115, Egerton University
 +254722466449
lcheraisi@egerton.ac.ke / lynchera@gmail.com

3. DR. RAPHAEL MWAURA GACHEIYA

Lecturer, Department of Literature, Languages and Linguistics
 P.O. Box 536 – 20115, Egerton University
 +254720477709
rgacheiya@egerton.ac.ke