

Collins Karani

|0794812537| collinskarani014@gmail.com

Profile

Ambitious and dedicated Bachelor of Commerce third year student specializing in Business Information Systems with hands on experience in digital marketing, data analysis, networking and customer service and with a strong foundation in technology-driven business solutions. I am well versed in both practical and theoretical aspects of business system development and database systems. Highly adaptable and goal-oriented, with a demonstrated commitment to professional growth, I am Seeking opportunities to apply and further develop my skills in a dynamic organization where I can contribute to growth and innovation.

Experience

I.T and Research Coordinator| UON BUSINESS INFORMATION SYTEMS STUDENTS' ASSOCIATION | October 2024 – PRESENT

- Overseeing administrative operations, fostering communication, and leading association initiatives in alignment with student interests and career goals.
- Coordinating the setup and management of online systems for member registration, event management, and information dissemination.
- Collaborating with the media and communications team to enhance the association's digital presence through social media and web updates.

Education

BACHELOR OF COMMERCE (BUSINESS INFORMATION SYTEMS) | UNIVERSITY OF NAIROBI

- ❖ Expected Graduation Date: September, 2026
- ❖ Business information systems development and management

CERTIFICATE IN SPSS DATA ANALYSIS| MARCH 2025 | VISION INSTITUTE OF PROFESSIONALS

- ❖ Gained hands-on experience in using SPSS for statistical analysis, including data entry, cleaning, and interpretation.
- ❖ Conducted descriptive and inferential statistical tests such as t-tests, ANOVA, regression, and correlation analysis.
- ❖ Applied SPSS to analyze real-world datasets and generate visual reports for academic and research projects.
- ❖ Developed strong skills in interpreting SPSS outputs and presenting data-driven insights.

CERTIFICATE IN SAGE ACCOUNTING SOFTWARE | MARCH 2025| VISION INSTITUTE OF PROFESSIONAL

- ❖ Practical training in using Sage for financial data entry, account reconciliation, invoice management, and report generation.
- ❖ Applied Sage in simulated business environments to manage general ledger, accounts payable/receivable, and payroll.
- ❖ Developed skills in using Sage for accurate bookkeeping and preparing financial statements

Skills & Abilities

- ❖ SPSS for data analysis and customer behavior insights
- ❖ Advanced Excel (pivot tables, dashboards, VLOOKUP, data visualization)
- ❖ Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- ❖ Sage Accounting Software – basic bookkeeping, invoicing, and reporting
- ❖ Understanding of ERP/CRM systems and business software workflows
- ❖ Strong written and verbal communication
- ❖ Sales and marketing fundamentals
- ❖ Team collaboration and client engagement
- ❖ Time management and organization
- ❖ Quick learner with a proactive mindset

Activities and Interests

- Graphic Design
- Volunteering in projects
- Tech Communities & Events
- Digital marketing