

Shahid Masinde

Data-Specialist | Automation | Records Management Expert

Nairobi, Kenya +254-743-860-382 masindeshahid@gmail.com https://shahid-portfolio.pages.dev

- I am a deadline, detail oriented data specialist with 2 and 1/2 years of experience in high-volume data entry and records management with strong organizational skills. Expert in maintaining 99.9% accuracy and confidentiality in remote settings. I Leverages programming (Python/SQL) and automation to optimize administrative workflows and digital file organization.

PROFESSIONAL EXPERIENCE

Data & Automation Specialist

Remote Freelancing

Jan 2024 - Present

- Manage high-volume data entry and record management for 20,000+ entries with 99.9% accuracy.
- Automate repetitive clerical tasks using Python and Power Query, reducing manual processing time by 25%.
- Lead digital file organization and migration projects, ensuring strict quality control and data verification.
- Develop regex-based cleaning scripts to standardize inconsistent records and identify patterns.
- Provide remote administrative support while maintaining strict audit trails and data integrity.

Junior Data Entry & Admin Support

Remote Freelancing

June 2022 - Dec 2023

- Executed fast and accurate alpha-numeric typing and clerical support for high-priority projects.
- Maintained records management systems and digital documentation under tight deadlines.
- Handled data verification and audit processes to ensure consistency across database systems.
- Ensured full confidentiality and adherence to privacy protocols for sensitive information.

KEY PROJECTS & ADVANTAGES

- Workflow Automation:** Developed Excel Macros and Python scripts to eliminate manual bottlenecks.
- Data Cleaning:** Utilized OpenRefine and SQL to normalize legacy database records.
- Remote Operations:** Proven ability to work independently with excellent written communication.

TECHNICAL PROFICIENCY

Automation & Logic

Python (Pandas) SQL
Excel Macros/VBA Regex
Power Query

Data Tools & Databases

Microsoft Excel Expert
Google Sheets OpenRefine
Trifacta MS Access Salesforce
SAP ERP HubSpot

Core Operations

75+ WPM Typing Quality Control
Records Management Digital Filing
Data Verification Confidentiality

Soft Skills

Multitasking Remote Collab
Time Management Detail Oriented

CERTIFICATIONS

- MOS: Excel Expert (Associate)
- Google Data Analytics Professional
- Python for Data Science / Automation

EDUCATION

[Bsc in Computer Science]
Currently enrolled
Maseno University