

CALEB GATECHO MACHIRA

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PROFESSIONAL SUMMARY

Highly meticulous **Detail-Oriented Data Entry Specialist & Research Consultant** with a strong analytical background in Physics and Mathematics. Proven track record of delivering accurate, efficient, and reliable results across complex data sets, document processing, and remote virtual assistance. Adept at maintaining data integrity, executing high-quality document conversions, and conducting comprehensive research. Fluent in English and Swahili, with advanced proficiency in industry-standard productivity software.

CORE COMPETENCIES & SKILLS

- **Data & Research:** Data Entry, Quantitative Research, Information Sourcing, Data Organization & Verification.
- **Technical Skills:** Advanced Microsoft Office (Excel, Word, PowerPoint), Google Workspace (Sheets, Docs), High-Quality Document Conversion.
- **Analytical Skills:** Mathematical Modeling, Statistical Analysis, Problem Solving.
- **Languages:** English (Fluent), Swahili (Fluent/Professional Translation).
- **Soft Skills:** Attention to Detail, Time Management, Remote Collaboration, Adaptability.

PROFESSIONAL EXPERIENCE

Freelance Data Entry Specialist & Virtual Assistant

Remote | Ongoing

- Execute accurate and rapid data entry tasks across various platforms, ensuring 100% data fidelity and adherence to project specifications.
- Conduct in-depth research to support client projects, compiling complex information into structured, easy-to-read reports using Google Sheets and MS Excel.
- Maintain and organize digital records, leveraging quantitative analytical skills to identify trends and ensure data consistency.

MS Word Documents Specialist

Remote | June 2026 – Present

- Perform complex, high-quality document conversions and precise formatting tasks.
- Review, edit, and standardize extensive documentation to meet strict quality assurance benchmarks.

Swahili-English Interpreter & Translator

Remote | May 2025 – Present

Kalam Platform

- Translate and interpret technical, professional, and conversational materials between Swahili and English.
- Ensure absolute accuracy in transcription and translation, preserving the original context, tone, and specific terminology of the source material.

Sales & Customer Support

Meru, Kenya

Samsung Kenya

- Maintained accurate daily records of retail operations, product specifications, and customer interactions.
- Communicated complex technical hardware specifications (including mobile devices, displays, and appliances) to consumers clearly and effectively.

EDUCATION

Bachelor of Science in Physics and Mathematics

Meru, Kenya

Meru University of Science and Technology

- **Relevant Coursework:** Quantitative Analysis, Advanced Calculus, Statistical Methods.
- **Activities:** Developed and optimized mathematical models (Alphas), participating in quantitative data tagging and research initiatives.