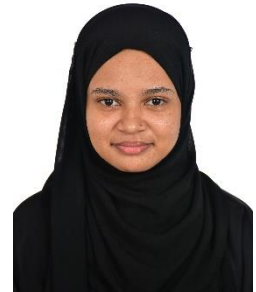


# FATMA SOOD NASSIR

BACHELOR OF ECONOMICS AND STATISTICS



## **BIODATA**

**NAME:** Fatma Sood Nassir Qaim  
**BIRTHDATE:** 12<sup>th</sup> June 1998  
**GENDER:** Female  
**MARITAL STATUS:** Single  
**NATIONALITY:** Kenyan  
**LANGUAGES:** English, Arabic, Swahili  
**RESIDENCE:** Dubai  
**VISA STATUS:** Visit Visa  
**PHONE NO:** +971 50 151 6540  
**EMAIL:** [fatmasood98@gmail.com](mailto:fatmasood98@gmail.com)  
**LINKED IN:** [www.linkedin.com/in/fatma-nassir-8b37a3234](https://www.linkedin.com/in/fatma-nassir-8b37a3234)

## **PROFESSIONAL SUMMARY**

A hardworking, resourceful and ambitious Economist, Statistician and Data Analyst with extensive understanding of economic theory, statistics and its practical implications. Possess in-depth knowledge of complex economic concepts, mathematics and applying theories and ideas in real-world situations.

Strong understanding of business finance, responsible for collecting and studying data, statistics and large amounts of information and then drawing conclusions from it. Excellent communication and interpersonal skills – able to work effectively alone or with others. Capable of using economic principles to predict market and consumer behavior on both a long and short-term basis.

## **CAREER OBJECTIVE**

Seeking a challenging position where I can use my skills in economic analysis and market forecasting to contribute to the organization's success. I am eager to gain further insight into the financial markets and learn from the industry experts while contributing to innovative solutions.

## **SKILLS**

- Economic Analysis
- Data Analysis
- Financial Modelling
- Research Skills
- Audit and Financial Analysis
- Statistical Techniques
- Excel, SPSS, SAP, Tally, QuickBooks
- Project Management
- Budget Planning
- Organizational Skills

## **RESEARCH WORK AND EXPERIENCE**

As part of my degree, I conducted a research project on "Impact of Foreign Direct Investment on Economic growth in Kenya ", University of Nairobi, 2020

### **WORK EXPERIENCE**

#### **Economist – Ministry of Lands, Urban Planning and Housing, County Government of Mombasa, Kenya**

Work experience from March 2023 to March 2024.

My duties include:

- Manage and mentor junior staff to achieve project goals.
- Research and data analysis.
- Develop and manage budgets within available financial resources.
- Develop business opportunities by establishing close client relationships.
- Drive business growth through pricing strategy, shipping efficiency and logistics.
- Delivering high quality business asset economics that properly reflect business opportunities.

Simultaneously, work as an **Assistant Building Inspector**.

#### **Quality Control Assistant – Boss Freight Terminal Limited, Container Freight Station, Kenya**

Work experience from May 2022 to December 2022.

My duties included:

- Supervising the inspections (fire inspection, heavy equipment inspection) that were conducted
- Ensuring safety of the workers (making sure they have on the appropriate personal protective equipment, fully equipped first aid boxes).
- Summarizing the monthly reports in graphs and submitting them to my manager. Read blueprints and specifications
- Monitor operations to ensure that they meet production standards
- Recommend adjustments to the assembly or production process
- Inspect, test, or measure materials
- Measure products with calipers, gauges, or micrometers
- Operate electronic inspection equipment and software
- Accept or reject finished items
- Remove all products and materials that fail to meet specifications
- Report inspection and test data such as weights, temperatures, grades, moisture content, and quantities inspected

#### **Administrative Assistant & Public Relations Officer – Asghar Trading Co Limited and Alakh Trading Co Limited, Kenya**

Worked from December 2020 to November 2021 for both companies simultaneously.

My Duties included:

- Drafting sales agreements
- Perform Bookkeeping
- Handling petty cash
- Booking vehicle inspection
- Following up with payments for those clients under higher purchase
- Sending parcels (number plates, logbooks) to clients
- Answer telephones and take messages or transfer calls
- Schedule appointments and update event calendars
- Arrange staff meetings
- Handle incoming and outgoing mail and faxes
- Prepare memos, invoices, or reports
- Edit documents
- Maintain databases and filing systems

# FATMA SOOD NASSIR

## BACHELOR OF ECONOMICS AND STATISTICS

### **Office Intern – Auto Cats International Limited, Kenya**

Two-month Internship program.

Was trained in:

- Customer service
- Auditing and Financial analysis
- Drafting sales agreements
- Filling documents
- Handling petty cash
- Booking of vehicle inspections
- Following up with payments for those clients under higher purchase
- Sending parcels (number plates, logbooks) to clients

## **EDUCATIONAL BACKGROUND**

### **UNIVERSITY EDUCATION**

**Bachelor of Economics and Statistics, 2020** at University of Nairobi, Kenya.

#### Classes and Training

Year 1- Psychology, Legal Systems and Legal Methods, Introduction to Logic, Introduction to Sociology, Introduction to Microeconomics, Basic Mathematics, Economic History of Kenya, Communication Skills, Aspects of Language Skills, Introduction to Ethics, Introduction to Macroeconomics, Calculus 1, Economic Statistics 1, Introduction to Computers, Introduction to Political Economy and HIV/AIDS.

Year 2- Linear Algebra, Microeconomics, Introduction to Real Analysis and Topology, Economic Statistics 2, Mathematics for Economists 1, Calculus 2, Introduction to Financial Accounting, Natural Resource Management, Property Law, Macroeconomics, Economics Statistics 3, Introduction to Optimization, Introduction to Numerical Methods, Introduction to Ordinary Differential Equations, Science and Technology in Development and Introduction to Management Accounting.

Year 3- Further Topics in Microeconomics, Mathematics for Economists 2, Development Economics, Probability Modelling, Probability and Statistics 2, Economic and Social Statistics, Welfare Economics, Further Topics in Macroeconomics, Testing Hypothesis, Linear Modelling 1, Introduction to Time Series Analysis and Development Planning.

Year 4- Introduction to Research Methods, Public Economics, Monetary Economics, Linear Modelling 2, Stochastic Models for Social Processes, Sample Survey Theory, Applied Econometrics, Poverty and Development, Survey Research Methods, Institutional Economics, Project and Applied Stochastic Processes.

### **COLLEGE EDUCATION**

**Computer Software Packages Certificate, 2017** at Spinmark College of Science and Social Studies, Kenya.

#### Classes and Training

QuickBooks, SAP, SPSS, Tally, Microsoft Office, Windows Operating System, Internet and Email, Adobe PageMaker, Typing Tutor, Software Installation.

## **REFEREES**

Will be provided upon request.