

TERESIAH WANJIRU KARIMI
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PERSONAL INFORMATION

Date of birth: 15th December 1992
Nationality: Kenyan
Marital status: Single
ID No: 29745692

PROFILE SUMMARY

I am an articulate, detail orientated and capable person who is professional in appearance as well as communication. Further, I am able to provide customers with a personalized relationship-driven service. I have gathered multiple skills in financial planning and strategy to perform finance related work such as analysis, forecasting ,reports preparation, computational tasks, and reportorial tasks .I also possess good analytical skills and strong background in accounting to ensure complete, on-time and organized filing of reports .I am currently looking for a suitable position where I can utilize my high degree of work efficiency and organization skills to contribute to the overall success of the organization

PERSONAL ATTRIBUTES

- Good relationship management and negotiation skills
- Ability to achieve strong grasp of operations of various departments within the organization in a short while
- Highly accomplished accounting and finance-management professional.
- Proficient in MS office word, Excel, PowerPoint, publisher and access
- Ability to perform under pressure and minimum supervision
- Strong analytical skills
- Sound ability to handle multiple tasks, set priorities and meet deadlines

ACADEMIC QUALIFICATIONS

MAY 2011- AUGUST 2015 KENYATTA UNIVERSITY
BACHELOR OF ECONOMICS AND FINANCE (2ND CLASS UPPER)
JAN 2007 – NOV 2010 NYAKIAMBINGIRLS SECONDARY – **KCSE GRADE C+**
JAN 1998 – NOV 2006: KASUKU PCEA PRIMARY SCHOOL (**314 MARKS**) OUT OF 500 IN KCPE

PROFESSIONAL QUALIFICATION

2014 TO DATE: KASNEB - CERTIFIED PUBLIC ACCOUNTANT – **SECTION 6 ONGOING**
DEC 2015 KENYATTA UNIVERSITY-**CERTIFICATE IN LEADERSHIP DEVELOPMENT AND MENTORSHIP**
APRIL 2011 LAIKIPIA UNIVERSITY COLLEGE-**CERTIFICATE IN COMPUTER APPLICATIONS (CREDIT)**

RELEVANT WORKING EXPERIENCE

MARCH – APRIL 2016 – KENYA COMMERCIAL BANK

Position – Clerk

Duties and Responsibilities

- Marketing bank's products
- Responding to customers' issues
- Issuing Master-cards
- Preparation of excel reports
- Any other clerical duties allocated

NOV 2015 TO FEB 2016: TUSKER MATTRESSES LIMITED (TUSKYS)

Position: Internship

Duties and responsibilities

- Stocks taking round all the branches countrywide
- Teaching the rest of the staff the basics of effective inventory management
- Reconciliation of the actual balances and the system balances
- Planning for the stock take
- Any other duties as directed

MAY 2014 –AUGUST 2014: NYANDARUA COUNTY GOVERNMENT

Position Intern in the Accounts Department

Duties and responsibilities

- Voucher Examination
- Vote book control(Manual and Computerized)
- Receiving of payments
- Entering of cheques
- Releasing of cheques
- Bank Reconciliation among others

OTHER SOCIAL RESPONSIBILITIES

- Certificate of Active Membership-Kenyatta University Student Association(KUESA)
- Certificate of Community Service-Kenyatta University Directorate Of Community Outreach and Extension Programmes(KUCOEP)
- Certificate of Active Membership-Accounting Students Association
- Certificate in Basic First Aid-Kenya Red cross
- Certificate in leaders Conference –Bridge Networking Association
- Kenyatta University Christian Union

PERSONAL INTERESTS

- Socializing with friends
- Voluntary in giving back to the society
- Nature walks and travelling

REFERENCES

Dr. Jacob Nato
Lecturer School of Economics
Kenyatta University
P.O Box 83844-00100 , Nairobi
Phone: 0724460771

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Daniel Nduati
Inventory Accountant
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Chairman
Loctagon Investments Ltd.
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Nyahururu
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