

## **ERIC GACHANJA**

### **PERSONAL INFORMATION**

ID Number: 25983965                      Phone Number: 0726422805  
Email: muraguriericgachanja@gmail.com      Nationality: Kenyan  
Date of Birth: December the 22nd 1988      Postal Address: 13275 – 00200

### **SUMMARY OF QUALIFICATIONS AND SKILLS**

Professional qualifications: CPA II, private. Currently pursuing section III&IV  
Undergraduate: Bachelor of commerce (finance)  
Technical Skills: Microsoft Word (Advanced), Microsoft Excel (Intermediate), Power point (Basic)  
Languages: English (Fluent), Kiswahili (Fluent)  
Misc.: Clean Certificate of Good Conduct

### **EDUCATION**

MAY 2011 – JULY 2015      BACHELOR OF COMMERCE - FINANCE OPTION  
KENYATTA UNIVERSITY (Nairobi, Kenya)  
  
Completed my Bachelor's degree in commerce at Kenyatta University.  
  
DEC 2012 – JULY 2014      CERTIFICATE OF PUBLIC ACCOUNTANCY      (private)  
Have sat for and passed CPA part 1 section 1&2. Currently pursuing  
section 3  
  
NOV 2009      CERTIFICATE OF SECONDARY EDUCATION  
KANJURI HIGH SCHOOL (Karatina, Central, Kenya)  
I scooped an aggregate of A- 79 points

### **EXPERIENCE**

#### **24/08/2016 to present: Basic Writer at K.O Writing**

I've completed 60 orders while at K.O Writing.com

#### **11/05/2015 to Present: General Writer at Academia-Research.com**

I've completed a hundred and twenty-one orders while at academia-research.com and have been rewarded for quick order completion by a customer

#### **14/09/2015 to Present: Freelance Writer at Writers Chalet**

I've completed four hundred and eighty-three orders while at writerschalet.com

#### **13/05/2015 to 20/09/2016 SALES AGENT AT JUBILEE INSURANCE**

##### **(Tulip House - Mombasa Road Branch)**

Duties and Responsibilities:

Market Jubilee Policies

Receive and analyze proposal forms

Process policy covers for clients

#### **15/07/2015 to 31/10/2015 Marketing Executive at AfricarTrack international**

Duties and Responsibilities:

Market the company and its product

Initiate sales.

Follow up on clients for feedback

Make sales' reports on a timely basis

**15/06/2015 to 21/07/2015 Sales Rep at Faulu Kenya (Githurai Branch)**

Duties and Responsibilities:

Market Faulu Loans

Receive and analyze loan requests

Provide credit worthiness of potential borrowers

Process loans and follow up on repayments

Open up customer accounts

06/2014 to 09/2014     **DIRECTOR SALES & MARKETING SONADOBEATAM ENTERPRISES**  
(Kitengela-Kajiado)

My duties included marketing the company, coming up with a brand name, introducing the product, market targeting and segmentation, developing distribution channels and increasing sales

09/2010 to 03/2011     **TEACHER MOUNTAIN STAR ACADEMY (Kieni East - Nyeri)**

Taught mathematics, science, physical education and social studies.

01/2010 to 09/2010     **TEACHER BRIGHT FUTURE ACADEMY, POLLING CLERK IIEC**  
(Kieni East - Nyeri)

Taught English, mathematics, science, physical education and CRE at Bright Future.

Acted as an IIEC polling clerk for Kieni East constituency, Nyeri County during Kenya's Constitutional Referendum from 3rd August to 4th August 2010.

**AWARDS RECEIVED**

**University:** Awarded certificate of participation in the 23<sup>rd</sup> Feb. 2014 ASA – KU conference

Awarded certificate of participation in the 21<sup>st</sup> July 2013 ASA – KU conference

Certificate of participation and contribution in the KU Bridge Networking Association Career mentorship forum

**High School:** Recognized for being in the top three in 2009's KCSE at Kanjuri High School

**POSITIONS OF RESPONSIBILITY**

Feb - April 2015:     Administrator for 2015 K.U Finance Students Group on WhatsApp smart phone messenger

Sep – Dec 2014:     Class Representative for “Financial Ethics” Unit a third-year subject at Kenyatta University

2008 - 2009:     Member of Catholic Action at Kanjuri High School

**EXTRA-CURRICULAR ACTIVITIES**

**University clubs:** Accounting Students Association (ASA), Bridge Networking Association

- Attended and participated in the 23rd Feb. 2014 ASA - KU Professional Conference on the theme, "Empowering Careers professionally towards the realization of the Vision 2030"
- Attended and participated in an ASA - KU Entrepreneurship & Business Ignition Conference on the Theme, "Instilling the Entrepreneurial Mindset in Line with Vision 2030." Conference was held on 21st July 2013
- Contributed and participated in the Kenyatta University Bridge Networking Association's "Career Mentor-ship Forum" on 17th July 2013. Conference focused on: Leadership, Career Growth & Development, Global Mindset, Investment& Employability

**Hobbies:** Dancing Kizomba; Salsa; Bachatta; Merengue, Playing Chess, Reading Articles, Travelling, Swimming

### **REFERENCES:**

James Mwai Kinyua  
Works at Unaitas-Kangari Branch  
Mobile: 0722854073  
Postal Address: 262 Kangari  
Email: [james.kinyua@unaitas.com](mailto:james.kinyua@unaitas.com)  
Relationship: friend

George Warutere Miano  
Works at Lafey Secondary School  
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Relationship: friend

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Relationship: Former Supervisor

Martin Nzomo  
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Relationship: Immediate Supervisor