

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 SONADOBETAM 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 TEACHERMOUNTAIN 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 23rd Feb. 2014 ASA – KU conference

Awarded certificate of participation in the 21st 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
Relationship: friend

Dr. Simiyu
Chairman Accounting & Finance Department
Kenyatta University
Tel: +254208710901
Postal Address: 43844-00100
Relationship: Former Supervisor

George Warutere Miano
Works at Lafey Secondary School
Mobile: 0713719197
Postal address: 426 - 70300
Email: miano-george@gmail.com
Relationship: friend

Martin Nzomo
Agency Manager Jubilee Insurance
Mobile: 0720987357
Postal Address: 30376-00100
Email: Martin.nzomo@jubileekenya.com
Relationship: Immediate Supervisor