

**DANCAN KITHINJI**

**P. O. Box 1072, Meru**

**0114715399**

**dancankit@gmail.com**

---

**OBJECTIVE:**

Detail-oriented professional with a strong background in financial administration, seeking to leverage expertise in office administration for the effective provision of services. Committed to upholding transparency, accountability, and efficiency in all administrative functions.

---

**PROFESSIONAL SUMMARY:**

Experienced financial administrator with 2 years of hands-on experience in administration, financial advisory, and implementing efficient processes. Adept at ensuring compliance with regulatory standards and optimizing financial operations for corporate growth. Proven track record in managing financial data, preparing statements, and ensuring compliance.

---

**EDUCATION:**

**Bachelor of Commerce, (B.Com) Finance**

Pioneer International University, Nairobi, Kenya

Graduated on September 2020

Relevant Courses: Financial Administration, Financial Analysis, Financial Advising, Managerial Accounting, Taxation

---

**SKILLS:**

- Record Management
- Cataloging and Classification
- Organization and Planning
- Community Outreach

- Decision Making
  - Interpersonal Communication
  - Research and Analytical Skills
  - Budgeting and Forecasting
  - Risk Assessment and Management
  - Proficient in MS Office suite, Sage Evolution, Sun systems
  - Information Literacy Instruction
  - Collection Development
  - Digital Resource Management
  - Customer Service
  - Technical Troubleshooting
- 

## **WORK EXPERIENCE:**

### **Administration Officer, Terracraft (K) LTD, Nairobi, Kenya**

January 2022 to May 2024

- Supported implementation of office policies, strategies, and procedures
- Managed correspondences and maintained filing system
- Organized meetings and prepared necessary materials
- Scheduled appointments and made travel arrangements
- Handled general office administration tasks

#### **Achievements:**

- Strengthened supplier relationships resulting in cost reduction
- Introduced computer-based administration system, enhancing efficiency

### **Supervisor & Storekeeper (Contract), Lewa Guest Houses, Meru, Kenya**

January 2021 to August 2021

- Conducted periodic stock takes and maintained accurate stock records

- Supervised guest house team and assisted in daily operations
- Managed stock levels and conducted requisitions

**Achievements:**

- Improved stock movement accuracy to 97%
  - Reduced workplace conflicts by more than 10%
  - Decreased expenditure by more than 20% through reduced wastage
- 

**VOLUNTEER-SHIP:**

**Digital & Adult Education Trainer & Librarian, Lewa Education, Isiolo, Kenya**

**May 2019 – February 2021**

- Taught computer, communication, and life skills to women
- Analyzed problems affecting digital literacy in the region
- Instructed digital literacy skills to teachers and students
- Spearheaded campaigns on environmental conservation and communication
- Managed library resources and provided information literacy training
- Developed and maintained an organized catalog system for both physical and digital resources
- Coordinated community outreach programs to promote library usage and digital education

**Achievements**

- Led a successful tree donation campaign, raising over 2,000 trees
  - Converted 13 textbooks to digital format, improving accessibility
  - Implemented a new cataloging system that streamlined library operations and enhanced resource retrieval
  - Conducted workshops that significantly increased digital literacy among local educators and community members
- 

**INTERNSHIP:**

**Finance Intern, Lewa Wildlife Conservancy, Isiolo, Kenya**

**June 2018 – September 2018**

- Accounted for supplies and processed payments
- Reconciled accounts and filed documents

**Achievements:**

- Introduced a direct supervision system to minimize errors

---

**LANGUAGES:**

Fluent in English, Swahili

---

**REFERENCES:**

Florence Marangu,  
Director,  
Terracraft K. Ltd,  
Tel: +254723161181

Edward Maranga,  
Management Accountant,  
Lewa Wildlife Conservancy,  
Tel: +254725777147

Faith Riunga,  
Executive Director,  
SAM Elimu Charity,  
Tel: +254721850290