

# ALLAN KITHI

**Tel: 0797088876 | 0797088876 | Email [Allanyaakithi7199@gmail.com](mailto:Allanyaakithi7199@gmail.com) | LinkedIn Allan Kithi**

**PROFILE:** Former Wings to Fly scholar who has overcome poverty to reach educational heights. I am enthusiastic about helping my fellow youths, the elderly, and children. I have exercised roles of leadership in and out of class with great passion and achievement to increase overall performance. I am determined, disciplined and orderly with a zest of finding solutions and thinking out of the box to identify solutions to complex problems. I am a very fast learner.

## **PROFESSIONAL EXPERIENCE**

**July 2024- December 2024**

*Revenue Assurance Analyst Intern- KAVI INSTITUTE OF CLINICAL RESEARCH*

- Conducting monthly income analyses
- Conducting monthly expenses analyses
- Review all bills and reports prepared by branches and headquarters office
- Fast track on total revenue leakages and recoveries done giving an update monthly
- Liaise with operations on need basis on process changes to help in curbing revenue leakages
- Drive cost reduction, especially direct or product related costs to drive product channel and segment profitability
- Ensure integrity and accuracy of financial information used in analyses

**15<sup>TH</sup> March 2024-16<sup>th</sup> May 2024,**

*Fiscal Analyst, Kilifi County Assembly*

*Office of Budget, Fiscal Analyst, and Internal Audit*

- Prepared monthly reports on budget status and forecast variances for senior management.
- Worked with across function teams to collect data enabling reporting critical performance metrics.
- Provided advice and technical assistance with cost analysis, fiscal allocation, and budget preparation.
- Scrutiny of development projects in the Annual Development Plan

- Comparison of the programs in the annual budgets and the Annual development plan and the County Integrated development plan
- Taking proposals from members of the public during public participation in the budget.
- Generating budget reports from the budget committee deliberations
- Scrutiny of the County Fiscal Strategy Paper and advising the same to members of the County Assembly
- Compiling of the Member Ward development programs
- Unpacking of the budget submitted by the County Treasury
- Preparation of the County Assembly budget for consolidation to the main budget by the County Treasury
- Doing any other duties as assigned by the Head of Fiscal Analyst.

**March 2020-April 2020, Clerk,**

**Equity Bank Kenya Limited**

- Handling over 100 customer requests, answering questions, and processing payments and deposits per day
- Assisting customers with their accounts opening achieving 100% bank opening rates
- Performing data entry, record keeping, and document processing
- Providing general support to other bank staff
- Informing customers about the bank's products and services
- Marketing the branch to attract new business gaining over 100 new members onboard

**KEY ACHIEVEMENTS**

Customer Satisfaction Excellence Achieved a 20% increase in customer satisfaction scores by efficiently resolving customer issues

## **EDUCATION**

2019 – 2023 Bachelor of Science in Economics and Statistics,

University of Nairobi, Second class upper

2014-2017 Murang'a High School,

B+, 71 points

2008-2016 Malindi Little Angels

400 Marks

## **CERTIFICATIONS**

Ongoing (CPA 4)

Certified Public Accounting (CPA 3)

Certified Public Accounting (CPA 2) Certified

Public Accounting (CPA 1)

## **SKILLS**

Technical Skills: STATA | SPSS | SQL | Python | Data Analysis soft skills

| Leadership | Problem-solving | Effective Communication skills | Ability to prioritize tasks | Manage time efficiently | Team player | Knowledge of financial solutions and market trends | Business acumen | Report writing skills | Data manipulation, Data wrangling and data checking skills | Programming skills

Proficient in data cleaning, summaries, tables and report generation

Efficient research and analytical skills with experience with quantitative and qualitative data analysis

I can work both independently and in a team.

## **REFEREES**

**Mr. Gideon Karissa** Chief Auditor Internal +254721213306 gidzkarisa@gmail.com Kilifi County Assembly Malindi.

**Mr. Eric Mwatua** +254718764821 Erick.mwatua@gmail.com Ward Administrator Mtepeni Ward Kilifi. **Dr. Socrates Majune** Lecturer University of Nairobi +254712400386 skmajune@uonbi.ac.ke University of Nairobi Nairobi.