

MACYLINE ACHIENG

📍 ID Number: 36682224 | 📞 Phone: 0711323066 | ✉ Email: mackielife7@gmail.com

PROFESSIONAL SUMMARY

A highly organized and results-driven professional with a diverse background in business management, finance, administration, and customer service. With over 5 years of experience managing business operations, financial tasks, and customer relations, I excel in fast-paced environments that require multitasking and attention to detail. Currently enhancing my technical expertise through **Python programming**, I am adept at utilizing various digital tools and software to streamline processes and support teams effectively. I am confident in my ability to contribute to the success of your team by providing comprehensive virtual assistance with efficiency and professionalism.

KEY SKILLS & COMPETENCIES

- Financial Reporting & Data Management
- Calendar & Task Management
- Client Relations & Communication
- Social Media Management & Content Creation
- Proficient in Microsoft Office, Google Workspace, QuickBooks, Asana, Trello
- **Python Programming** (currently learning)
- Problem Solving & Adaptability
- Strong Written & Verbal Communication

PROFESSIONAL EXPERIENCE

(Self-Employed) | (2022 – Present)

- Manage all aspects of a retail business, including inventory control, procurement, customer service, and marketing.
- Oversee the development and management of an **errand service app (Msaidizi Errand Girl)** designed to help users with daily errands.
- Handle client communications via email, phone, and social media platforms, ensuring high-quality customer service.
- Implement digital marketing strategies to drive engagement and increase sales.

Branch Admin (Platinum Credit) (July 2024 - December 2024)

Processing of loans

Petty cash maintenance

Branch asset custodian

Loan compliance and quality.

Finance Intern (*Migori County Assembly*) | (*Jan 2023 – Dec 2023*)

- Assisted with the preparation of **financial reports** (quarterly and annual) and **payment vouchers**.
- Performed **data entry** in QuickBooks and maintained up-to-date financial records.
- Managed tax returns, cashbook updates, and reconciled financial statements for accuracy.

Branch Manager (*Kisumu House of Lighting & Décor*) | (*Jul 2021 – Feb 2022*)

- Directed daily operations of the store, focusing on sales, inventory management, and customer satisfaction.
- Managed a team, assigning tasks, tracking progress, and reporting on performance.
- Maintained accurate sales records and provided daily performance updates to senior management.

Accounts Attachee (*Migori County Government – Department of Lands & Physical Planning*) | (*Apr 2019 – Aug 2019*)

- Assisted in the preparation of **payment vouchers** and **travel allowance claims**.
- Updated and maintained accurate financial records, ensuring compliance with regulations.
- Assisted with financial report generation and reconciled accounts.

Secretary (*Kingsway Realtors Construction Company, Nakuru*) | (*Apr 2018*)

- Drafted tenders, managed office correspondence, and coordinated client meetings.
- Assisted in **drafting Bills of Quantities (BOQ)** for various construction projects.

Legal Intern (*Kiplenge & Kurgat Advocates, Nakuru*) | (*Feb 2017 – Jun 2017*)

- Prepared **legal documents** and **Bills of Costs**.
- Assisted in court filings and client management at the front desk.

EDUCATION

Rongo University – Bachelor of Business Management (Banking & Finance)
(2016 – 2022)

- Gained expertise in financial analysis, accounting, risk management, and business operations.

CERTIFICATIONS & TRAINING

- **Chartered Financial Analyst (CFA)** – *Part 2 (In Progress)*
- **Certificate in Computer Applications**
- **Python Programming** (*Currently learning*)

PERSONAL ATTRIBUTES

- Strong organizational and multitasking abilities
- Excellent communication skills, both written and verbal
- Ability to anticipate needs and provide proactive solutions
- Able to work independently with minimal supervision
- Strong problem-solving skills and attention to detail

REFERENCES

MR. AMOS ANDAMA

Senior Advocate, Kiplenge and Kurgat Lawfirm

Phone: 0707582634 | Email: andamaamos@gmail.com

MR. STEPHEN NYAINDA

Accounts Officer, Migori County Government – Dept. of Lands & Physical Planning

Phone: 0726714102 | Email: nyaindastephen@gmail.com

DR. RAYLER MAERI

Principal Finance Officer, Migori County Assembly

Phone: 0717311334 | Email: maerirayls@gmail.com

PROF. ERNEST ODADA

Dean of Students, Rongo University

Phone: 0727309291 | Email: eodada@rongovarsity.ac.ke

JOHN ODONGO

Branch Manager, Platinum Credit Migori

Phone: +254 710 299 580 | Email: john.odongo726@gmail.com