



Margaret Wanjiru Njoroge

Certified Public Accountant (CPA) with Information Technology

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☎ +254719158618

Profile

I'm an adaptable, determined and confident individual with skills in information technology, finance, accounting and customer relations. I trust myself to be hardworking and reliable in most things I'm able to do. I'm an active member in any capacity and role I get to play. My achievements include being recognized as the best ultimate female frisbee player in my team. I also have extensive knowledge in sales and marketing, banking, finance, accountancy, and customer relations. My ambition is to grow into my career while making this world a better place for us and future generations.

Work Experience

Intern- Finance and Accounts

Jan 2023- Date

Office of the controller of budget

- Preparing invoices for suppliers
- Preparing bank and account reconciliations
- Exchequer requisitions
- Making payments to suppliers through the system
- Payment of employees' statutory deductions on time.

Direct sales executive

Nov 2022 - Nov 2023

I&M Bank Ltd Kenya, Kenyatta Avenue branch

- Responsible for clients consulting on loan products, credit cards, banc assurance and other products.
- Appraisal of customers credit worthiness.
- Relationship management with existing clients.

Payments officer

Sept 2021 – Sept 2022

Equity Bank, Kenya, Kilimani Branch

- Responsible for marketing payment products, attending to merchants and coordinating the sales team.
- Assisted customer service experience desk
- Plan events related to trainings, team building, farewells

Finance Assistant (Intern)

May 2019 - August

National Social Security Fund (NSSF)

- Responsible for opening new account for members of the public
- Served as a customer service officer assisting on customer queries internally and externally.
- Processing payments for the elderly.

Store and Records Clerk

Feb 2015 – August

Buildmore Construction Company

- Storing and managing hard copy and digital records of the company and updating records in the system.
- Creating Statistics for presentation and reporting purposes

Personal details

Nationality

Kenyan

Address

Nairobi, Kenya

LinkedIn

Professional certifications

Certified public Accountant:

CPA 1, 2, 3, 4, 5, 6

Skills

- Information Technology
- Sales and Marketing skills
- Excellent Verbal and written Communication Skills
- Good Accountancy Skills using in sage, pastel and quick books
- Professional skills
- Good Computing and digital Skills
- Good leadership skills

Interests and Hobbies

- Planning and organizing events
- Community service including charity work
- Environmental conservation including planting trees
- Travelling
- Playing frisbee

Education

CPA F Finalist

Jan 2020 – Dec 2021

Summit Institute of Professionals

- Company law and financial management
- Auditing and management accounting
- Public Finance and Taxation

Bachelor of Science in Agri-business with IT **Maseno University**

Aug 2015 – April 2019

- Awarded Second class Upper Division

Certificate in Computer Packages **Kenya Institute of Management**

Feb 2015 - June

- Internet and Email
- Microsoft office and typing
- Visual Basic and computer maintenance
- Sage Accounting

Kenya Certificate of Secondary Education (KCSE) **Gatero Girls High School**

Feb 2011 – Nov 2014

- Attained a B+ of 68 points

Kenya Certificate of Primary Education (KCPE) **Adaned Shining Stars Academy**

Jan 2001 – Dec 2010

- Attained a B+ of 368
- I occupied the head girl position

Referees

1. Dr Sibiko Kenneth
Head of department
Maseno University
0701281697
2. Sir Benard Makuri
Branch Manager
NSSF, Nakuru
0737090077
3. Elizabeth Ochieng
Business Growth and
development Manager
Equity Bank, Kilimani
0723786459