

# MARGARET WANGARI GITAU

Finance Specialist

Financial Reporting | Budgeting | Data Management | Programming | Problem-Solving

Mobile: +254 742 617 804 | Email: gitaumarggy@gmail.com | Location: Nairobi, Kenya

## SUMMARY

Detail-oriented and ambitious finance professional with a Bachelor's degree in Commerce (Finance) and exposure to financial operations, administration, and programming. Certified Public Accountant (CPA) with expertise in financial principles, data analysis, and industry-standard software. Passionate about continuous learning, problem-solving, and effective communication to drive organizational success.

## PROFESSIONAL STRENGTHS

Analytical Thinking Ability to evaluate financial data for decision-making.  
Communication Skills Effective in articulating ideas and engaging stakeholders.  
Time Management Skilled in handling priorities and meeting deadlines.  
Problem-Solving & Debugging Identifying and resolving issues efficiently.  
Technical Proficiency Programming skills in HTML, CSS, Python, SQL.  
Adaptability Quick to learn and apply new systems and methodologies.

## PROFESSIONAL EXPERIENCE

**Customer Service and Administration Intern | April 2022 June 2022**

**National Hospital Insurance Fund (NHIF) Westlands Branch**

Assisted clients with inquiries and explained insurance services.  
Interpreted account statements to enhance transparency.  
Managed accurate data entry and record-keeping.  
Maintained administrative files systematically.  
Ensured confidentiality and data protection compliance.  
Collaborated with team members to improve service efficiency.  
Resolved customer concerns promptly, boosting satisfaction.  
Created reports and presentations for management review.

## EDUCATION

**Bachelor of Commerce in Finance | 2022 2024**

**Mount Kenya University**

**Diploma in Business Management | 2019 2021**

**NIBS Technical College**

## CERTIFICATION

Certified Public Accountant (CPA) Completed Sections 1 and 2

## **TECHNICAL SKILLS & INTERESTS**

Programming: HTML, CSS, Python, SQL

Financial Software: QuickBooks, Advanced Microsoft Excel

Data Analysis & Financial Modeling

Software Development & Automation

Cybersecurity Awareness & Risk Management

## **LANGUAGES**

English Proficient

Swahili Native

## **REFEREES**

Brenda Weloba | Mount Kenya University | Email: bweloba@mku.ac.ke | Tel: +254 722 788 239

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