

HELLEN DIANA NJERI

Phone: +254 741312233

Email: hellendiana091@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented and highly motivated accounting and data science professional with extensive experience in tax compliance, financial reporting, and data analysis. Adept at leveraging analytical skills to provide insights that drive business decisions, improve financial accuracy, and enhance operational efficiency. Proficient in utilizing data-driven approaches to optimize tax processes and financial planning. Passionate about technology and finance, with a strong commitment to continuous learning and professional development.

EDUCATION

Moringa School – Data Science Bootcamp (*Ongoing*)

KCA University – Bachelor of Commerce (Accounting) (*Graduated December 2022*)

WORK EXPERIENCE

Kenya Revenue Authority (KRA) – Tax Intern

January 2023 – December 2024

- Assisted taxpayers in processing tax filings, ensuring compliance with local tax laws and regulations.
- Conducted detailed financial record analysis to identify discrepancies and ensure tax adherence.

- Provided advisory services to businesses and individuals on tax compliance and regulatory requirements.
- Assisted in tax audits and investigations, helping to identify and mitigate non-compliance issues.
- Gained hands-on experience in using accounting software and data analytics tools to streamline tax reporting.

Thika Sports Club – Finance Assistant

June 2022 – November 2022

- Managed daily financial transactions, including reconciliation of accounts and processing payments.
- Maintained accurate financial records and assisted in budget preparation to enhance operational efficiency.
- Provided administrative support, ensuring smooth financial operations within the organization.
- Recognized as Employee of the Month for outstanding performance, commitment, and attention to detail.

Kenya Revenue Authority (KRA) – Attachment Trainee

January 2022 – March 2022

- Assisted in processing tax applications and compliance documentation.
- Provided support in reviewing taxpayer records and ensuring adherence to regulatory requirements.
- Gained exposure to financial data analysis and tax computation.
- Collaborated with senior officers to improve efficiency in tax-related processes.

- Assisted taxpayers in processing tax filings, ensuring compliance with local tax laws and regulations.
 - Conducted detailed financial record analysis to identify discrepancies and ensure tax adherence.
 - Provided advisory services to businesses and individuals on tax compliance and regulatory requirements.
 - Assisted in tax audits and investigations, helping to identify and mitigate non-compliance issues.
 - Gained hands-on experience in using accounting software and data analytics tools to streamline tax reporting.
-

SKILLS

- Tax Compliance & Filing
 - Financial Accounting & Reporting
 - Data Analysis & Visualization
 - Problem-Solving & Critical Thinking
 - Microsoft Excel, SQL, Python (Data Science)
 - Strong Communication & Customer Service
-

CERTIFICATIONS & TRAINING

- Software Engineering – Power Learn Project Africa (*Ongoing*)
- Data Science Bootcamp – Moringa School (*Ongoing*)
- Tax Compliance & Reporting – Kenya Revenue Authority (*Internship Experience*)

- Financial Accounting & Management – KCA University
 - CPA (ONE)
-

PROJECTS & INITIATIVES

Freelance Tax Compliance Services

Assisting individuals and businesses in tax filing, compliance, and acquiring tax-compliant certificates.

Data Science Projects (In Progress)

Exploring data-driven solutions for financial analysis and compliance optimization.

PERSONAL ATTRIBUTES

- Highly disciplined and self-motivated
 - Strong analytical and problem-solving skills
 - Excellent teamwork and leadership abilities
 - Passionate about continuous learning and growth
-

REFERENCES

Ms. Rhodah Okello

Supervisor at KRA

Phone: +254 727941508

Mr. Joseph Kiragu

Finance Manager, Thika Sports Club

Phone: +254 705640501