**MWANGI JOSEPH KABINGU**

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# Personal Profile

I am a resourceful and result-oriented accounting and finance professional with experience having worked in some capacities. I have exceptional analytical and problem-solving skills and am able to provide financial information to all areas of the organization whilst ensuring that all management information is accurate. I also have experience in documenting accounting transactions and analyzing accounting options to orchestrate the smooth flow of accounting operations. I am excellent at working with others to achieve a certain objective in time and with excellence. Bringing hands-on experience in documenting financial transactions, recommending financial actions, and analyzing accounting options to orchestrate the smooth flow of accounting operations.

# Education

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| **2019 - 2023** |
| **2015 - 2018** |

**Bachelor of Science Community and Public Health**

Technical University of Kenya

**Kenya Certificate of Secondary Education**

Pioneer Secondary School

# Professional Qualifications

* **2023-to date:** Software Engineering; Alx Holberton School
* **2023-to date**: Global Health Master class; Imperial London College
* **2023-to date:** Evaluation of Digital Health Intervention; Imperial London College
* **2023-to date:** Excel Skills for business; Macquarie University

# Skills

* **Communication Skills:** Skillful in active listening, with the ability to empathize, build rapport, adapt language according to the audience, draw logical conclusions and act accordingly upon gathered information.
* **Excel Skills.** Ability to use spreadsheets and excel to capture and record important data, using shortcuts and formulas to simplify workload.
* **Problem-Solving:** Exemplary at analyzing facts and figures, defining challenges, devising contingency plans, assessing processes, creating and implementing solutions.
* **Organization Skills:** Excellent documentation, interpersonal skills, negotiation skills, ability to meet

Deadlines, time management skills, presentation skills, ability to work independently and take full accountability.

* **Team Working Skills:** An experienced team player with the ability to lead where agreed, and develop productive working relationships with other members of staff.
* **Time management:** Excellent at planning the use of available resources, setting schedules and milestones, and establishing a task time frame.

# Work Experience

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| |  | | --- | | **Jan 2023 – May 2023** | | |  | | --- | | **Makadara Health Center** | |

**Position:** Community Health Attaché

**Responsibilities:**

* Regular Inspections of Schools, Markets and Hotels
* Produced reports and presentations summarizing key findings and recommendations.
* Develop strategies to engage the community health promoting activities.
* Collect and analyze data on community health trends.
* Plan and execute health fairs, vaccination clinics, and other community events.
* Collaborate with hospital staff to promote healthy behaviors and lifestyles.
* Assist in designing and implementing health education programs for patients and their families.
* Create informational materials and resources on various health topics.
* Collaborate with hospital staff to promote healthy behaviors and lifestyles

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| |  | | --- | | **Sept-December 2021** | | |  | | --- | | **Mama Lucy Kibaki Hospital** | |

**Position:** Public Health Attaché

**Key Achievements:**

* Taught some of my senior workers on improved computer packages to use in preparing reports that saved us 80% of the time.

**Responsibilities:**

* Carrying out audit assignments
* Preparing detailed audit observations and reports as required.
* Examining revenue books
* Participating in audit field activities

# Additional Information

**Hobbies and Interests**

* Travelling, Football, Reading, Socializing, Community Work

# Referees

1.

Silas Gituma

Logistics office,

Meru Level five Hospital

MERU

Mobile, 0732671169

2.

John Ndereba

Director,

Isaac’s Preparatory School

MERU

Mobile, 0711166818

3.

Paul Gitonga Kibaya

Manager,

Nubian Foods Industries Company

Mobile, 0721322671