
FAITH ROSE KENDI MAITETHIA

Nairobi, Kenya 00100 ◆

+254 748 805 503◆

faithmaitethia@gmail.com

PROFESSIONAL SUMMARY

Highly motivated and results-oriented recent graduate with a strong foundation in accounting and economics with a keen interest in financial analysis, budgeting and forecasting. Eager to contribute analytical and problem-solving skills to a dynamic and challenging environment.

WORK HISTORY

Jan - Oct 2024- Mellow Crest Schools

Assistant

Description

- ❖ Implementing structured activities, ensuring efficient allocation of time and resources.
- ❖ Develop and maintain accurate records and schedules.
- ❖ Applying Resource optimization for learning materials and activities.

Aug 2023-Dec 2023- Tetra Pak Sacco

Attachee

Description

- ❖ Issuing and processing loans
- ❖ Back office activities
- ❖ Preparation of SASRA reports
- ❖ Bank reconciliations
- ❖ Customer service
- ❖ Marketing

SKILLS

- | | |
|-------------------------|--------------------------------|
| • Organizational skills | • Problem solving skills |
| • Communication skills | • Customer service skills |
| • Data Analysis | • Flexibility and adaptability |
| • Accounting | • Advertising |
| • Research Skills | • Resource management |

EDUCATION

2025 Jan- Date: THE ROYAL BUSINESS SCHOOL

Certified Public Accountants-Advanced Level

2019-2023: THE TECHNICAL UNIVERSITY OF KENYA

Bachelor of Economics

2021-2022: THE ROYAL BUSINESS SCHOOL

Certified Public Accountants- Intermediate Level

2015-2018: ST MARYS GIRLS IGOJI

Kenya Certificate of Secondary Education

2007-2014: MWIMBI BOARDING PRIMARY SCHOOL

Kenya Certificate of Secondary Education

LANGUAGES

English

Native

Swahili

Native

REFERENCES

1. Rose Moenga Kemunto
Manager- Tetra Pak Sacco
TEL: +254720761037
2. Yusta Ndinda
HR- PSC
TEL: 0720857383
3. Ernest Mwathi
Admin- Mellow Crest Schools
TEL:0746324322



THE TECHNICAL UNIVERSITY OF KENYA

This is to certify that

MAITETHIA, Kendi Rose Faith

having satisfied the requirements for the
award of the degree of

BACHELOR OF ECONOMICS

— B.Econ. —

SECOND CLASS HONOURS (UPPER DIVISION)

was admitted to the degree at a Congregation
held in NAIROBI,
on the nineteenth day of December, in the year
2023

Vice-Chancellor

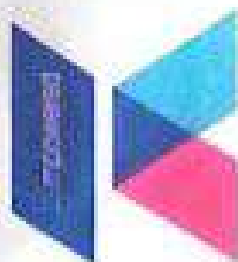


*Ag. Deputy Vice-Chancellor
(Academics and Students Affairs)*

BE 0000870



CA64269



kasneb

CALL202231950693

This is to certify that
Faith Rose Kendi Maitethia
passed the
Certified Public Accountants
Intermediate Level Examination
KNQF LEVEL 6

held in
August Two Thousand and Twenty Two
having satisfied the examiners in the following papers

Company Law
Financial Management
Financial Reporting and Analysis
Auditing and Assurance
Management Accounting
Public Finance and Taxation



Secretary

Reg No. **NAC/322498**

CA78397



kasneb

CAI202121950225

This is to certify that
Faith Rose kendi Maitethia
passed the

Certified Public Accountants Part I Examination

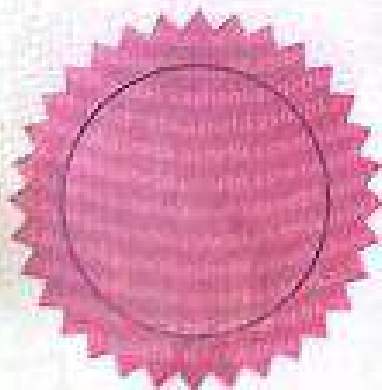
held in
August Two Thousand and Twenty One
having satisfied the examiners in the following papers

Section 1

Financial Accounting
Business Law
Entrepreneurship and Communication

Section 2

Economics
Management Accounting
Public Finance and Taxation



Secretary

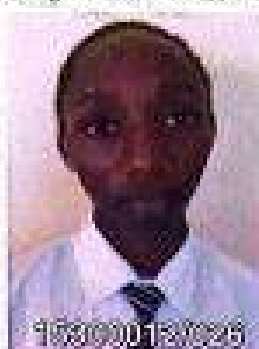
Reg No. **NAC/322498**

The Kenya National Examinations Council



KENYA CERTIFICATE OF SECONDARY EDUCATION

This is to certify that the candidate named below sat for the Kenya Certificate of Secondary Education examination in the subjects shown and attained the grades indicated.



15300012026



NAME: MAITETHIA KENDI ROSE FAITH
ST. MARY'S GIRLS HIGH SCHOOL IGOJI

F1 15300012026

	SUBJECT
101	ENGLISH
102	KISWAHILI
121	MATHEMATICS
232	PHYSICS
233	CHEMISTRY
311	HISTORY AND GOVERNMENT
313	CHRISTIAN RELIGIOUS EDUCATION
565	BUSINESS STUDIES

GRADE
C+ (PLUS)
B- (MINUS)
A
B- (MINUS)
B (PLAIN)
A
B+ (PLUS)
B (PLAIN)



SUBJECTS NAMED EIGHT MEAN GRADE B (PLAIN)
EXAMINATIONS OF YEAR 2018
PRINTED: 190607:091459

Chief Executive Officer
Kenya National Examinations Council



Chairman
Kenya National Examinations Council

This is a secure document printed using special paper and ink.
Please hold it up to the light to verify that the word 'KENYA' is visible and the 'MITHANI' watermark is visible through the paper.
For valid contact information.

(See overleaf for conditions of issue)

KCSE / 18 3341474





TETRA PAK SACCO

Your sacco of choice

Tetra Pak building, Enterprise/ Likoni Road
P.O Box 78340-00507, Industrial Area, Nairobi
Telephone: 0206909 or +254 795 717 434

12.01.2024

TO WHOM IT MAY CONCERN

Dear Sir/Madam

RE: RECOMMENDATION FOR FAITH ROSE KENDI MAITETHIA


This is to confirm that the above named student has successfully completed her student attachment at Tetra Pak Sacco. Through the attachment program, she has proven to be an invaluable asset to our organization, consistently demonstrating strong work ethic, reliability, and a deep commitment to our mission.

During her tenure, Faith exhibited exceptional skills in financial management, client relations, and organizational development. She played a pivotal role in streamlining our operations, implementing effective financial strategies, and fostering positive relationships with our members.

Faith also possesses excellent communication skills, can file statutory and she consistently demonstrated a high level of professionalism, attention to detail, and a proactive approach to problem solving. She was always willing to go above and beyond to ensure the smooth functioning of our financial services and played a key role in the successful execution of various initiatives.

I unreservedly recommend her to your organization/company. Kindly give her your most thoughtful consideration. Please feel free to contact me if you require any additional information.

Yours Faithfully,
For Tetra Pak Sacco


Tetra Pak Sacco Manager
Rose Kemunto Moenga
Tel: 0720761037
rose@tetrapaksacco.co.ke

TETRA PAK SACCO LTD

12 JAN 2024

P.O BOX 78340 NAIROBI