

Wendy Wavinya Mutinda
P O BOX 1122- 090100
Machakos

The Finance Officer,
Amnesty International,
Postal: PO Box 1527, 00606 Sarit Centre,
Nairobi, Kenya

7th Sept 2023

Dear Sir/Madam,

Re: Application for Finance Volunteer Position

As someone who is looking for the opportunity to work in the Humanitarian interventions sector filled with talented, highly qualified, and laid-back professionals, I was eager to submit my resume for your review regarding finance volunteer ship. With my solid understanding of financial planning and analysis gained throughout my educational background as well as my comprehensive abilities in general business administration and team collaboration I feel confident that I would significantly benefit your organization in a volunteer role.

In preparing to receive my BSC Degree in Finance in 2024 from the Co-operative University of Kenya, I have acquired a breadth of knowledge and skills in subjects including financial management, investment strategies, market research and analysis, business ethics, accounting, and operational oversight. My attention to detail and excellent interpersonal skills, along with my collaborative and professional demeanor, position me ready to make a substantial contribution to your organization.

My qualifications for this role include the following:

1. Preparing to excel in rotating between cross-functional financial departments and teams to gain critical exposure to all facets of the finance sector while simultaneously delivering key research and project support to drive success.
2. Excelling as a productive team player, communicating ideas and information, and delivering articulate and concise presentations and reports.
3. Demonstrating proficiency in financial research and in-depth data analysis, along with the highest levels of organization, self-initiative, and team collaboration.
4. Achieving proficiency in Microsoft Word, Excel, PowerPoint, and Outlook, as well as QuickBooks and SAP.

With my recent academic experience in finance, coupled with my enthusiasm and dedication to achieving success, I believe I will swiftly surpass your expectations for this role. I look forward to discussing the position in further detail. Thank you for your consideration.

Sincerely,
Wendy Mutinda.

CURRICULUM VITAE

Wendy Wavinya Mutinda

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OBJECTIVES

To combine analytical, practical, and innovative thinking to create value in communities. To strategically attempt to connect individuals and effectively reach audiences. To join a team dedicated to quality and communication, one for which my skills and knowledge can be a major asset. To continuously enhance my skills and knowledge, becoming a valuable asset to the team while contributing to the company's growth and success. To foster a collaborative and inclusive work environment, where diverse perspectives are valued and leveraged for creative problem-solving and innovation.

EDUCATION

2022- Present: Co-operative University of Kenya

Course: Bachelor of Science in Finance

2020- 2022: Co-operative University of Kenya

Course: Diploma in Banking and Finance

2015- 2019: Kathiani Girls High School

Kenya Certificate of Secondary Education

2007-2014: Komarock Primary School- Nairobi

Kenya Certificate of Primary Education

SKILLS

- Financial modeling and analysis.
- Proficient in Microsoft Excel.
- Data analysis and interpretation.
- Strong understanding of Financial Markets.
- Budgeting and Forecasting.
- Excellent written and Verbal communication.
- Quantitative skills and Valuation.
- Problem-solving and critical thinking.
- Attention to detail.

EXPERIENCE

Finance Attachee, MP Shah Hospital, Limuru Road Gigiri Nairobi, [February 2021- April 2021]

- Assisted in creating, analyzing, and managing budgets.
- Assisted in managing patient billing, insurance claims, and revenue cycle processes.
- Prepared reports and presentations for senior analysts and management.
- Participated in team meetings and collaborated with the Finance team to streamline financial processes.
- Assisted in data entry and maintenance of financial database and spreadsheets.
- Helped manage and track expenses by verifying receipts, categorizing expenses, and ensuring compliance with company policies and procedures.
- Experience in assessing and mitigating financial risks associated with factors such as insurance and investments.
- Gained familiarity with financial software such as Tally and Sage.

EXTRACURRICULAR ACTIVITIES

- Member, Finance club
- Peer Tutor
- Participant, Finance Publication

REFEREES

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