

CURRICULUM VITAE

Magarete Njira Karisa

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Professional Summary

Familiar with Python, SQL, Flask, and web application development, with a foundational understanding of building simple, functional, and accessible systems. Learning to optimize backend processes and manage databases efficiently while improving scalability and maintainability.

I am a highly motivated and detail-oriented professional with a strong foundation in revenue management, accounts receivables, inventory management, accounts payable and reconciliation. Meticulous and analytical, with expertise in Excel and QuickBooks for streamlined financial management and data organization. Skilled in creating efficient workflows, automating processes, and ensuring accuracy in financial reporting and database management.

Technical Skills

- ✓ Programming Languages: Python, SQL, Flask, C (Intermediate)
- ✓ Web Technologies: HTML, CSS (Responsive & Scalable Design), JavaScript (Intermediate)
- ✓ Databases: SQL
- ✓ Version Control: Git, GitHub
- ✓ Development Tools and Frameworks: Flask
- ✓ Computer Literacy
- ✓ Accounts Payable and Accounts Receivables
- ✓ Data Entry and Record Management
- ✓ Voucher and Receipt Processing
- ✓ Bank Statement Verification and Analysis
- ✓ Inventory and Sales Reconciliation
- ✓ Time Management and Organizational Skills
- ✓ Financial Reconciliation and Accuracy

Work experience

INTERN: INTERNATIONAL FELLOWSHIP KENYA

Duties and Responsibilities

- Implemented financial reconciliation processes by verifying and updating receipt books, fee statements, and accounts for accuracy.
- Managed data entry and record maintenance in Excel and QuickBooks, ensuring organized financial documentation and reporting.
- Processed accounts payable and receivable transactions, including billing, payments, and voucher documentation for structured financial workflows.
- Verified bank statements and fee payments to ensure financial integrity and accurate student account clearances.
- Tracked procurement, inventory, and uniform distribution while maintaining precise financial records for reporting purposes.

- Prepared cash books, monthly trial balances, bank reconciliations, and financial statements to support compliance and decision-making.
- Updated financial records by posting receipts, expenses, and transactions in QuickBooks for efficient tracking.
- Assisted in compiling structured financial reports and documentation to facilitate administrative and financial management.
- Implemented accurate reconciliation techniques to ensure seamless account settlements and financial consistency.

Education

1. Cooperative University of Kenya (Completed May 2025)

Bachelor of Commerce - Accounting

2. HarvardX

Degree: Certificate in Computer Science

Referrals

1. James Ombogo Ondiek- Accountant- International Fellowship Kenya
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