

ESTHER MORAA

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CAREER PROFILE SUMMARY

Highly detail-oriented and experienced Financial Assistant whose passionate about data science who and can handle a variety of financial tasks with efficiency and accuracy. Adept at analyzing complex spreadsheets developing effective financial reports and utilizing a corporate database for research. Specializes in budgeting information and researching expenses, finance assistant are data entry into the system, preparing a balance sheet, updating financial records, and processing invoices.

EDUCATION

- **IBM Data Science** – Data Science Certification – 2022-present
- **University of Nairobi** – Bachelor of Commerce, Major Finance – 2019-2022
- **Strathmore University** – Association of Certified Chartered Accountants(ACCA)- 2019-2021
- **Precious Blood Secondary School Riruta** – KCSE -2015- 2018

KEY SKILLS AND COMPETENCIES

- Business Intelligence
- Business Acumen
- Good Communication skills
- Financial Modeling
- Financial Reporting
- Data management
- Statistics
- Domain expertise
- Data visualization
- proficient in python
- Structured query language(SQL)
- Model deployment

WORK HISTORY

Malaika Foundation

May –August 2021

Job Title: Finance Intern

Duties and Responsibilities:

- Assisting in Developing budgets -for the organization as a whole, individual programs and new/proposed/expanded services, including the preparation of budget revisions when needed.
- Assisting in the Billing, Accounts Receivable and Accounts payables functions and the integration of billing information from the Electronic Record system into the accounting system.

- Took part in the negotiation and execution of organization contracts with funding sources, vendors and collaborative service providers.
- Reviewing efficiency/effectiveness of programs, seeking approaches to lower costs where possible without compromising on quality.
- Assisting in Preparing, analyzing and presenting monthly financial reports for the organization, its programs, and activities.
- Identifying trends and Variances from data
- Developing financial models forecasting and planning
- Assisted in composing recommendations for managers and executives
- Monitoring changes in legal, regulatory and administrative environments that will necessitate changes in procedures.
- Processing and preparing financial statements.
- Creating, sending, and following up on invoices.
- Collecting and reviewing data for reports.
- Reviewing and performing audits on financial statements and reports.

REFEREES

1. Prof Cyrus Iraya

Chairman, Department of Finance and Accounting

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2. Alloys Mwabebe

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