






Caroline N Mwanzia

FINANCIAL DATA ANALYST

Finance Specialist with 12+ years of experience, skilled in managing USAID-funded and multi-stakeholder programs, overseeing \$100M+ annual budgets, and streamlining ERP systems and financial controls. Currently consulting for a youth-focused NGO and upskilling in Python, SQL and web development to pivot into data-informed finance roles.

 Nationality: Kenyan |  Available to relocate to immediately
|  Passport: Valid

EDUCATION

- Master in Business Administration
Houston Christian University, 2010
- Bachelor of Business Administration
University of Houston, Downtown, 2007





CERTIFICATION & SKILLS

- Certified Public Accountant
The State of Texas Board of Public Accountancy
- Software Development, PowerLearnProject
Ongoing.
- Excel (Advanced), Power BI, Tableau,
Phoenix(ERP), QuickBooks, Sage
- SQL and Python (in progress)
- HTML, CSS & JavaScript

LANGUAGES

- Fluent in English and Swahili

CONTACT

 nzisacmwanzia@gmail.com
 +254.710.51.99.20
 @personal portfolio
 Nairobi, Kenya

EXPERIENCE

Financial Consultant - Volunteer

Inspire Her Stem, Dec 2024 - To date

- Delivering financial consultancy and budgeting support to a non-profit advancing girls' STEM education.
- Drafted concept notes and developed donor-ready financial plans technical proposals.

Accounts Payable Specialist

USAID KEA, Sept 2012 - Nov 2024

- -Oversaw financial donor compliance and payments for over 200 large-scale donor-funded projects, ensuring full alignment with USAID, GAAP and IFRS.
- Maintained accurate grant tracking systems to monitor budget utilization and ensure adherence to financial targets and reporting timeline.
- Designed and implemented standardized reporting templates, improving reporting consistency across partners and enabling more effective program-wide analysis.
- Handled the process for 9,000+ VAT partners claims annually; reporting to management on reimbursement.
- Collaborated across teams in providing Audit documents and resolving findings.
- Provided partner support, and capacity-building workshops.
- Supervised an 8-member team and collaborated on cross-functional tasks with HR, Contracting & Technical teams.

Senior Accountant

PreCheck Inc, September 2008 - November 2011

- Managed accounting operations, financial statements, reconciliations, and payroll for five business units.
- Introduced internal controls and ERP improvements, reducing monthly close by 25%.