



Ruth Masibo Nyongesa

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EDUCATION

Nairobits Trust | July 2023 - June 2024

Certificate in Information Technology

- **Graphic Design**
Color theory, Layout design, image making and editing, logo design.
Proficiency in software tools like Photoshop and Adobe Illustrator.
- **Web Development**
Proficiency in HTML, CSS, JavaScript. Also some knowledge of web development framework like react.

KCA University | September 2017 - November 2021

Bachelor of Commerce - with specialization in Finance

- **Financial Record Keeping:** Maintaining and updating financial records, including accounts payable and receivable, general ledger entries, and other financial transactions.
- **Financial Analysis:** Preparing and analyzing financial statements, including income statements, balance sheets, and cash flow statements. Identifying financial trends, variances, and anomalies for management review.
- **Budgeting and Forecasting:** Developing and managing annual budgets and forecasts. Monitoring budget performance and providing recommendations for cost control.
- **Accounts Reconciliation:** Reconciling financial statements and other financial accounts.
- **Financial Reporting:** Generating financial reports for Customers and Suppliers.

WORK EXPERIENCE

Kenya National Police Sacco DT

Worked in Police Sacco as an intern in the departments of ;

1. **Credit** - Assisted in the loan application vetting processes, generated financial reports, Support the payment processing team and analyzing financial statements.
2. **Investment** - Prepared and file tax returns in compliance with local, state, and federal regulations, perform credit checks and assist with data entry.
3. **Procurement** - Also assisted with data entry and assisted with the daily stock reconciliation.

SKILLS

Computer: Google Suite, Microsoft Office Suite, Adobe Creative Suite (Photoshop, Illustrator).

Skills: Communication skills, Digital Marketing, Web Development, People skills and analytical skills.

Interests: Database, Personal investing.