

Roda Muthoni Nyamai

CORPORATE & PROJECT FINANCE | OPERATIONS | EVENTS MANAGEMENT

Nairobi, Kenya | +254 718 129 067 | nyamairodes@gmail.com | www.linkedin.com/in/roda-nyamai

I am a tech-savvy professional with experience in corporate and project finance, operations and global event management. With academic excellence in Economics, Finance, Administration and Strategy, I am tuned in to how AI is shaping and changing the workspace. In my professional experiences, I am valued for my strategic mindset, my commitment to excellence, and a passion for impactful work.

CORE COMPETENCES AND SKILLS

- **Budget management:** Consistently delivering projects under budget
- **Event & Project Coordination:** Proficient in planning and executing global events
- **Multicultural Team Support:** Able to work across diverse environments to drive collective success
- **Managing Multicurrency projects:** Experienced in managing finances across multiple currencies
- **Multi-project Support:** Skilled in managing cross-border project operations and finances
- **Tech-savvy and adaptable:** Ability to quickly adapt to new tools and technologies
- **Innovation:** Creative in developing new ideas and solutions to challenges

EXPERIENCE

Member, Board of Trustees

Jenga Bridges Foundation

Feb 2025 to Date

Nairobi, Kenya (remote)

- Oversee the organization's strategic direction to ensure alignment with its mission and goals.
- Ensure financial accountability and sustainability through sound governance practices.
- Set policies and make key decisions to guide the foundation's operations.
- Support fundraising and resource mobilization efforts to enhance program impact.

Finance and Administrative Associate

Decodis

Feb 2024 - Jan 2025

Boston, MA, USA (remote)

- Simultaneously supported project operations and finances for two multi-country projects with an overall contract value of USD \$3.5 million, and ensured project expenses remained within budget and verified all supporting documentation, resulting in 20% cost savings.
- Worked closely with Project Managers and Finance Director to ensure compliance with contract terms and efficient operations across projects through completion. Projects spanned multiple continents, time zones and currencies, including Kenya, Nigeria, Senegal, Pakistan, India and the United States
- Successfully coordinated a global team retreat in Kenya, managing all aspects of planning and execution within a tight 3-month timeline. Delivered a seamless event for a team of 16, from 7 countries for USD \$52,500 (USD \$22,500 under budget). Received 100% positive feedback for team collaboration and morale.

Finance and Administrative Associate

Eagle HR Consultants

Sep 2020 - Jul 2023

Nairobi, Kenya (on-site)

- Budget management resulting in increased efficiency and cost savings
- Managed payroll and drafted management reports to support smooth company operations
- Led 2 visibility initiatives and organized team events which led to greater engagement
- Onboarded new staff facilitating cross department collaboration

Finance and Administrative Associate

Safari Options Limited

Jul 2018 - Sep 2020

Nairobi, Kenya (on-site)

- Managed accounts payables and receivables verifying compliance
- Handled logistics and itinerary management ensuring cost efficiency
- Provided technical assistance on procedures strengthening team productivity

Accounts Payables Officer

Power Governors Limited

May 2016 – Jul 2018
Nairobi, Kenya (on-site)

- Managed accounts payables optimizing cash flow & vendor relations
- Oversaw budget ensuring efficient spending resulting in cost savings
- Prepared tax record and financial reports for compliance management
- Developed and implemented finance department procedure manual, standardizing processes

EDUCATION

- January 2023 to date: **MBA in Strategic Management** at Kenyatta University
- May 2012- July 2015: **Bachelor of Economics and Finance** at Kenyatta University

QUALIFICATION, TRAININGS AND PARTICIPATIONS

- 2025 to date: PLP Scholarship; Software Development
- 2023: Certificate in Leveraging Generative AI in Finance and Accounting
- 2019: Certified Public Accounts, CPA-K
- 2013: Certificate of Participation at the Investment Club of Kenya (I-Club - 2013)
- Language proficiency: English (native), Kiswahili (native)

SOFTWARE PROFICIENCY

- **Finance and Accounting:** QuickBooks, Sage, Excel
- **Communication:** MS Office/Copilot 365, Slack, Outlook, Zoom, Teams, Gather
- **Project & Task Management:** Monday.com, Trello
- **Creative Tools:** Canva, Noun Project, PowerPoint, MailChimp
- **Document Management and Security:** Adobe Acrobat, DocuSign, Sentinel One, LastPass
- **Employee Evaluation:** Assess Team, StandOut

Referees available upon request.