

## Roda Muthoni Nyamai

CORPORATE & PROJECT FINANCE | OPERATIONS | STRATEGY

Nairobi, Kenya | +254 718 129 067 | [nyamairodes@gmail.com](mailto:nyamairodes@gmail.com) | [www.linkedin.com/in/roda-nyamai](https://www.linkedin.com/in/roda-nyamai)

I am a tech-savvy professional with experience in corporate & project finance and administration management. With academic excellence in Economics, Finance, Administration and Strategy, I bring a strategic mindset and a results-driven approach to every role. I stay attuned to how emerging technologies including AI are transforming the workplace. In my professional experiences, I am valued for my strategic mindset, creativity, my commitment to excellence, and a passion for impactful work.

### SOFTWARE PROFICIENCY

- **Data and Visualization:** Hands-on with Zebra AI, Runway AI | Learning Python, SQL & Power BI for finance
- **Finance and Budget management:** QuickBooks, Sage 300 ERP, Excel, SAP,
- **Communication:** MS Office/Copilot 365, Slack, Outlook, Zoom, Teams, Gather
- **Project & Task Management:** Monday.com, Trello
- **Creative Tools:** Canva, Noun Project, Publisher, MailChimp, Photoshop, Illustrator, Publisher
- **Document Management and Security:** Adobe Acrobat, DocuSign, Sentinel One, LastPass

### CORE COMPETENCES AND SKILLS

- **Financial Reporting:** Skilled in ledger maintenance, reconciliations, fixed asset tracking
- **Budgeting & Variance Analysis:** Skilled in budget development, monitoring, and variance tracking.
- **Donor & Multicurrency Funds:** Managed multi-currency and donor-funded projects.
- **Audit & Compliance:** Supported audits and financial reviews per policy and international standards.
- **Internal Controls:** Strengthens accountability through robust controls and risk mitigation.
- **Collaboration & Knowledge Sharing:** Promotes team learning and peer development.
- **Creativity and Innovation:** Creative in developing new ideas and solutions to problems

### EXPERIENCE

#### Strategic Advisor

[Jenga Bridges Foundation](#)

Feb 2025 to Date  
Nairobi, Kenya (remote)

- Guide Strategy with data insights from the industry
- Conduct analysis on financial aspects of the foundation to ensure sustainability
- Measure Impact using metrics to track outcomes.
- Increase Operational Efficiency by analyzing processes.
- Predict Trends to plan for future growth
- 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.

#### 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.
- Investigated the current tools and processes in place to determine any underutilizations, assessed software capabilities and automation opportunities
- Conducted variance analysis to enhance budgeting accuracy and guide decision making

**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
- Financial data analysis & management reporting utilizing using visualization tools to enhance insights and decision-making
- Conducted budget variance analysis to enhance financial planning
- Supported tax audits, ensured regulatory compliance, and implemented data-driven risk management policies
- Optimized working capital by tracking costs and leveraging data for performance insights

**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 (awaiting graduation) **GPA 4/4**
- May 2012- July 2015: **Bachelor of Economics and Finance** at Kenyatta University **GPA 3.678/4**
- 2019: Certified Public Accounts, CPA-K

**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)

**REFEREES**

---

1. Daryl Collins, CEO at Decodis  
+1-914-648-9648, [daryl@decodis.com](mailto:daryl@decodis.com)
2. Nicki Smith, Director of Finance and Administration at Decodis  
+1-916-599-7024, [nicki@decodis.com](mailto:nicki@decodis.com)
3. Nathan Koech, Former Head of Operations at Eagle HR Consultants  
+254 728 890 319, [nathankoech09@gmail.com](mailto:nathankoech09@gmail.com)