

IRENE FLORENCE WAITHERA NJOROGE

Tel : +254 711 339 315 II Email : irenewaithera93@gmail.com

CAREER PROFILE SUMMARY

An enthusiastic, meticulous and creative professional with a background in finance and marketing. Competent in formulating, implementing and performance analysis of strategic marketing initiatives and plans, proficient in finance and procurement processes, fostering a positive working environment and ensuring compliance with industry and company regulations.

PERSONAL DETAILS

- **Year of Birth: 20th August 1993.**

EDUCATION BACKGROUND

- **Bachelor of Commerce, Finance Option:** University of Nairobi; 2018.
- **Kenya Certificate of Secondary Education:** Buruburu Girls Secondary School; 2011.

PROFESSIONAL COURSES

- **Professional in Digital Marketing: (CIM)** – Ongoing.
- **Certificate in Quick Books:** Institute of Advanced Technology; 2017.
- **Certified Public Accountant, Section 1:** KASNEB

KEY SKILLS AND COMPETENCIES

- Customer Service
- Communication and Interpersonal skills
- Market Research and Analysis
- Leadership
- Adaptability and Flexibility
- Multi-tasking and time management skills
- An enthusiastic team player
- Networking
- Sales and Marketing
- Creating brand awareness
- Segmentation, positioning and targeting
- Information Technology (IT)
- Video editing skills using Adobe Premiere Pro
- Photo editing and poster creation skills using Canva
- Secretarial Skills
- ERP specifically Quick Books and Oracle
- Planning and Organizing skills
- Proficiency in general office software that is, Microsoft Word, Excel and Power Point

WORK HISTORY

Internal Audit Assistant

Public Sector Accounting Standards Board; April 2022 – To Date

Duties, Responsibilities and Achievements

- Proof reading assigned documents to be sent out or utilized internally in terms of context, grammar and spelling mistakes.
- Creating a stakeholder engagement database of all Semi-Autonomous Government Agencies, Ministries and State departments, Commissions, Funds, Public Universities and Tertiary learning institutions to be utilized internally.
- Communicating with above mentioned stakeholders on various engagement workshops through emails, phone calls and conferences.
- Support staff for the Head of Internal Audit and Accounting Officer for Internal Audits conducted.
- Assisting stakeholders, for example National Museum of Kenya streamline their Internal Audit Manuals and processes.

- Creating power point presentations for assigned topics.
- Filming and editing videos for the PR department depending on the managers' specifications.
- Conducting stock take with the Procurement department as assigned by the procurement manager.
- Reception desk tasks, that is receiving calls, letters and giving feedback to external individuals who need assistance and clarifications from internal staff.
- Screening applications for various PSASB job applicants.

Assistant Accountant; Accounts Payable, Finance Department

Kenya Airways; April 2019 to January 2021

Duties, Responsibilities and Achievements

- Receiving and establishing compliance of invoices from KQ Commercial stores and suppliers.
- Matching received invoices to their respective LPO's and GRN's.
- Presenting posted invoices for payment processing to various approvers.
- Following up and ensuring resolve for invoices with issues.
- Ensuring payments are made on time and as per terms date.
- Accruing for expenses not reported in the previous month.
- Passing Journals to correct various misposted costs.
- Supplier statement reconciliations in every payment submitted.
- Planning and coordination of department functions and work related events such as department parties, burials and any other event as assigned.

Intern, Finance Department

Kenya Airways; November 2018 to March 2019

Duties, Responsibilities and Achievements

- Receiving invoices from stores at Kenya Airways and suppliers.
- Ensuring invoices are compliant with KQ finance policies.
- Posting invoices to ERP and matching them to various purchase orders.
- Working with suppliers to acquire statements and required invoices.
- Paying various KQ vendors and ensuring payments are up to date.
- Accruing for expenses not reported during the required financial period.

PAST ENGAGEMENTS AND PROFESIONAL TRAINING

A. Content Creator for my YouTube, Instagram and Facebook from January 2021 to December 2021.

Duties, Responsibilities and Achievements include:

- Brainstorming and coming up with content ideas.
- Filming the content.
- Editing and thorough polishing of footage using Adobe Premiere Pro.
- Uploading of content on the various social media platforms.
- Analysis of content engagement and feedback which leads to finding ways of improving quality of content.
- Photography, ensuring lighting and aesthetics are good leading to good quality photos.
- Curation of appealing YouTube thumbnails and Instagram posters.

B. Ran an Online Organic Hair Care Line and a Second-hand Clothes Dealership in partnership with some friends from 2017-2018. Duties, Responsibilities and Achievements include:

- Sourcing for cheaper quality raw materials.
- Batch Recording.
- Running of an Online Thrift Store on Facebook and Instagram.
- Purchasing of stocks.
- Washing and repairing the clothes if need be.
- Taking orders and making deliveries.
- Communicating with my partners about any relevant updates or activities relating to the online stores.
- Conducting photoshoots for purposes of modelling the outfits.

C. Outward Bound Trust Kenya: Team Building Training; 2022.

ACHIEVEMENTS

- Increased stakeholder engagement by 65%.

- Successful market research, implementation and execution of marketing plans and strategy by 79%.
- Triumphed in the reduction of Vendor Statement balances by 60%. This was done by ensuring timely payments as per credit terms and resolve of multiple invoices with issues.
- Successfully coordinated supervision of a KQ Intern, liaising with the departmental head to ensure compliance with ERP, finance and general company policies.
- Successful planning of social and corporate events such as the Launch of the Public Sector Accounting Standards Board strategic plan.
- Successfully launched and ran a YouTube Channel, Instagram and Facebook Accounts. Managed to gain 207 subscribers on YouTube which amassed 13,151 views, Instagram followers increased by 3000, that is from 2500 to 5587 and I gained 1200 Facebook followers in a span of 6 months.
- 60% reduction of invoices with issues due to vigilant follow-ups for resolve working hand in hand with the procurement department.
- Stakeholder database development has improved PSASB connections with the public sector by 75% and raised awareness of the necessity of the board's existence.
- 100% success in planning and coordination of office parties and events.

PROFESSIONAL MEMBERSHIP

- Registered Member of the Chartered Institute of Marketing (CIM)

PERSONAL INTERESTS

- Puzzles and Crosswords
- Reading
- Physical Exercise

REFEREES

Bonny L'souza Marketing Consultant/Tutor Simon Page College of Marketing Email: bonny@simonpage.ac.ke Tel: +254 723 626 471	Dennis Lore Assistant Accountant Credit Control Kenya Airways Email: dennis.lore@kenya-airways.com Tel: +254 741 777 217	CPA - Gilbert Ngeno Principal Officer Internal Audit Public Sector Accounting Standards Board (PSASB) Email: gilbertngeno63@gmail.com Tel: +254 722 473 846
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