

STELLA KATHURE MURITHI CV

CONTACT INFORMATION

Email: stellakathure0@gmail.com

Phone: +254714 874 781

PROFILE SUMMARY

Effective communicator with strong interpersonal skills, adept at building positive relationships. Demonstrates proficiency in data analysis using Excel, Power BI, and SQL for efficient retrieval. Skilled in the Microsoft Office suite. Proactive and self-motivated, excels in both independent and collaborative work.

KEY SKILLS AND COMPETENCE

- Proficient in leveraging analytical tools, including Excel and Power BI, to discern meaningful patterns from intricate datasets.
- Adept at efficiently retrieving data using SQL, showcasing a high level of proficiency in data retrieval.
- Skilled in translating complex data concepts into comprehensible insights, facilitating a clear understanding of complex information.
- Proficient in utilizing Microsoft Office suite, including Excel, Word, and PowerPoint.
- Outstanding verbal and written communication skills, ensuring effective conveyance of information.
- Exceptional interpersonal skills, adept at fostering positive relationships with colleagues and collaborators.
- Self-motivated and proactive, with the ability to work independently and collaboratively as part of a team.

WORK EXPERIENCE

FINANCIAL ANALYST, GENERATION PROGRAMME KENYA,

JANUARY 2023 TO DATE

DUTIES

- Collaborating with the Senior Management Team to develop long-term financial plans and projections that align with the organization's strategic goals
- Managing the development and implementation of annual budgets and financial forecasts, ensuring they align with the organization's objectives and long-term financial strategy.

- Preparing regular financial reports to offer insights into key performance indicators and aiding management in monitoring the overall financial health of the organization
- Ensuring compliance with donor financial requirements and preparing timely and accurate donor financial reports according to specific guidelines.
- Undertaking financial analysis on completed projects to provide valuable insights to the management for strategic decision-making.

**ACCOUNTS ASSISTANT, PURPINK GIFTS AND FLOWERS,
FEBRUARY 2021 - NOVEMBER 2022**

DUTIES

Maintained an accurate record of all financial transactions, ensuring correct data entry into the accounting system for seamless reconciliation and reporting.

Assisted in the preparation and processing of accounts payable and receivable, ensuring timely payments to vendors.

Reconciled invoices and receipts, investigated and resolved discrepancies, to ensure that all financial data aligned with internal records.

Assisted in managing cash flow by monitoring bank transactions, ensuring all cash movements were accurately recorded and reconciled on a timely basis.

Prepared and submitted timely and accurate financial reports to the management ensuring compliance with relevant financial requirements and company policies.

**FINANCE AND ACCOUNTS INTERN, ZETECH UNIVERSITY,
SEPTEMBER 2019 - MARCH 2020**

DUTIES

- Assisted in maintaining accurate and up-to-date financial records into the university's accounting system.
- Supported the finance team in preparing monthly financial reports to analyze income and expenses against budgets.
- Assisted in processing invoices to ensure accounts payables were made on time.
- Reconciled bank statements and maintained cash flow records, ensuring consistency and accuracy across all financial documents.
- Helped in the preparation of financial reports required for audits and compliance purposes.
- Provided general administrative support to the finance department, including filing financial documents and managing records
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**FINANCE AND ACCOUNTS TRAINEE, PCEA CHOGORIA HOSPITAL,
APRIL 2019 - JULY 2019**

DUTIES

- Employed data validation techniques to input and verify data in the Management Information System (MIS), ensuring accuracy and reliability through meticulous analysis.
- Conducted accounts reconciliation, utilizing anomaly detection techniques, to identify discrepancies for resolution and maintain precise and updated financial records.
- Supported compliance efforts with healthcare financial regulations by emphasizing data integrity, implementing data cleansing techniques, and ensuring accurate reporting.
- Participated in cost analysis and financial audits, applying statistical methods to extract valuable insights and ensure financial accuracy and compliance.
- Compiled statistical records based on routine or special sources of information, utilizing data analysis tools to make calculations related to accounts, ensuring the accuracy and reliability of financial information.

EDUCATION BACKGROUND

Bachelor of Economics and Finance, Kenyatta University, 2015 - 2019

PROFESSIONAL DEVELOPMENT

Actionable Insights and Business Data in Practice, LinkedIn Learning

Certificate in leadership, Kenyatta University

REFEREES

Kevin Otieno,
Nairobi Region Lead Instructor
Generation Programme Kenya.
Tel: +254736 997 664
Email: kevin.otieno@generation.org

Maureen Githendu,
Lead Instructor and Center Manager
Tel: +254703 151 604
Email: maureen.githendu@generation.org

Marjorie Amunga
Head of Customer Experience
Tushop Pamoja Limited
Tel: +254717 447 596
Email: marjorie@tushop.io