

# MICHELLE CHEKWOTI

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## PROFESSIONAL SUMMARY

I am a Finance graduate with a strong interest in problem-solving and a high level of motivation. I recently completed a BCom in Finance at Strathmore University. During my academic journey, I have actively participated in various financial management and data analysis projects, which have greatly enriched my knowledge. My aim is to further develop my skills by applying all the knowledge I have gained through my studies.

## EDUCATION

### Bachelor of Commerce, Finance Strathmore University, Nairobi

Apr 2020 - Jun 2024

- Dean's List from 2020-2024
- Finance Manager of the Strathmore French Club  
Acted as a problem solver by proactively identifying and addressing financial challenges within the club.
- Fair Trade Campus Ambassador  
Contributed to team projects by offering unique perspectives and creative ideas, fostering a collaborative environment that encouraged diverse thinking.

## EXPERIENCE

### Accounts Assistant Al's Flora, Uganda

Jan 2022 - Mar 2022

- Prepared financial reports, such as balance sheets and income statements, invoices, and other documents.
- Compiled and analyzed business sales, checked performance, and updated the Manager.
- Enhanced accounting systems and processes to meet business needs and maximize operational success.
- Communicated with suppliers about delivery and supported clients with payment issues.
- Actively sought to understand complex financial transactions by engaging in in-depth discussions with senior accountants and proactively asking questions to clarify any uncertainties.

### Finance Intern DTB, Uganda

Jan 2023 - Apr 2023

- Discussed with the Finance team arising issues and how to improve work processes.
- Compiled daily averages to create the consolidated monthly balance sheet.
- Data collection and cleaning using Excel.
- Processed payments and controlled cost allocation using the core banking system e.g., Microsoft GP
- Demonstrated curiosity in understanding the company's financial systems and processes by proactively seeking guidance from senior team members and learning to use financial software effectively.

## **Analyst**

**Jan 2024 - Current**

### **637 Capital, Kenya**

- Collect and analyze data from various sources to identify trends, patterns, and insights.
- Develop reports, dashboards, and visualizations to effectively communicate key findings to the team and stakeholders.
- Transform data into actionable insights, identifying opportunities for process improvement through data analysis.
- Conduct in-depth research on market trends, competitors, and industry developments.
- Engage in Financial Advisory tasks, including crafting information memorandums, conducting financial modeling for decision-making purposes, and asset management.
- Maintain current client relationships and actively source new business opportunities.

## **SOFT SKILLS**

Teamwork skills, Open-Minded, Flexible, Resilient, Creative, Good Communicator, Curious Learner, Excellent at Collaboration, Problem solver, Leadership Skills, Self-starter, and Detail oriented

## **RELEVANT TECHNICAL SKILLS**

Statistics, Valuation Techniques, Risk Assessment knowledge, Industry Knowledge, Accounting Skills, Market research skills, Economic analysis, Excellent PowerPoint and Excel skills, Power BI, Python and SQLite

## **CERTIFICATIONS**

- Certificate of Data Science in Python by @iLab Africa **Apr 2022 - Aug 2022**
- Fundamentals of Quantitative Modeling by the University of Pennsylvania **Jan 2024 - Feb 2024**

## **VOLUNTEER WORK**

### **Jani Education in Character Program for Children**

**Jan 2020 - Jan 2022**

Actively engaged in ongoing training and workshops to enhance skills and knowledge, committing to personal growth and improvement.

### **Student tutor**

**Jan 2021 - Mar 2021**

Adapted tutoring methods to cater to diverse learning styles and individual needs, ensuring that each student received personalized support.

## **REFERENCES**

- Veronica Njane: Mentor and Jani Program Coordinator  
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