

JANEFAITH SYOMBUA MWATHA

P. O. BOX 56 - 00216 GITHUNGURI Tel. +254 722 334 607/ +254 721 724 772

Email: jfmwatha@gmail.com

PERSONAL DETAILS

Date of birth: 1983
Marital status: Married
Nationality: Kenyan
ID Number: 23307933
Gender: Female
Religion: Christian

PERSONAL PROFILE

Determination, Excellence and Integrity are the impetus for my current achievement.

PROFESSIONAL QUALIFICATION

- 2007 - 2012 Certified Public Accountants (CPA- K)

UNIVERSITY

- August 2015- To date. Jomo Kenyatta University of Agriculture & Technology (JKUAT)

Doctoral (Ph.D) Programme in Finance

- September 2013- December 2014. Kenyatta university - City Campus

Master's Degree, Business Administration (Finance option)

- 2003 - 2007 University of Nairobi - Chiromo Campus

Bachelor of Science- Mathematics

EDUCATION BACKGROUND

1998 - 2001 Chuluni Girls High School - Kitui.

Kenya Certificate of Secondary Education (KCSE Mean Grade B+)

1990 - 1997 Kwa Ndonga Primary School - Kitui.

Kenya Certificate of Primary Education (KCPE Mean Grade B+)

ADDITIONAL SKILLS

Driving Licence: Heavy Commercial (Classes B, C & E) - 2007

Computer skills: Windows 98, 2000, XP, Excel, Access, Internet, Power point, Computerized Accounting, Pastel, Sage and Quick books.

Languages: English, Kiswahili (Spoken and Written)

WORK EXPERIENCE

Duration	Organization	Position held	Responsibilities
April 2015 to date	Top Edge Consultants Ltd	Management Consultant & Head of Finance	<ul style="list-style-type: none"> -Training/ Motivational talks -Marketing of company services -Pre-qualification for services -Institutional Team buildings -Strategic plans/ Business plans development -Feasibility studies/Member surveys
January-March 2015	Universal Traders Sacco	Acting Chief Executive Officer	<ul style="list-style-type: none"> -Development of Sacco Strategy -Implementation of the Sacco's long and short term plans -Technical advisor to the board -In charge of all staff matters -Maintain safe custody of Sacco assets -Represent the Sacco in all official forums -Evaluate performance of line managers
November 1, 2014 -March 2015	Universal Traders Sacco	Head of Branches	<ul style="list-style-type: none"> -Oversee all branch operations -Evaluate performance of all line managers -Market the Sacco competently -Official Correspondence -Preparation of monthly reports -Staff mentorship

January- October 2014	Universal Traders Sacco	Branch Manager	<ul style="list-style-type: none"> -Branch leadership - Supervision and appraisal - Ensuring quality portfolio management and loan approvals -Budgeting and accounting for funds - Official correspondence. - Preparing timely management reports -Marketing and recruiting clients - Group clients loan appraisal -Disbursement and recovery of loans - Projects assessment - Planning and monitoring credit business. - Staff mentorship - Leading marketing and training activities.
2011 - 2013	Faulu Kenya DTM	Credit Manager - Faulu DTM	<ul style="list-style-type: none"> - Supervision and appraisal of staff - Ensuring quality portfolio management and loan approvals -Budgeting and accounting for funds - Official correspondence. - Preparing timely management reports
2007-2010	Faulu Kenya DTM	Senior Finance partner/ Development Finance Officer	<ul style="list-style-type: none"> - Marketing and recruiting clients - Group clients loan appraisal -Disbursement and recovery of loans - Projects assessment - Planning and monitoring credit business. - Staff mentorship - Leading marketing and training activities.
2006	Compassion International	Research analyst	<ul style="list-style-type: none"> -Conducting program research -Supervising a team of six - Offering guidance and mentorship to the team

OTHER EXPERIENCE

Duration	Position	Association	Skills Acquired
2013 to date	Secretary	2015-2019 Strategic Planning Committee A.C.K Juja Parish	-Preparation of 5-year strategic plan -Preparation of 1-year work plans -Ensure implementation of the work plans -Monitoring and evaluation
2009 - 2013	Treasurer	Almond Welfare Association - Thika	- Resource Mobilization and accountability and Integrity - Team Building. - Policy formulation -Reports preparation and presentation
2007	Worship secretary	Chiromo Campus Christian Union	- Interpersonal skills - Team coordination
2006	Missions Coordinator	Chiromo Campus Christian Union	- Networking skills - Team leading skills - Cross culture relations

SOCIETY INVOLVEMENTS

- Vision of community projects.
- Participated in planning and executing of a two weeks mission to Samburu.

INTERESTS AND HOBBIES

- Training
- Socializing
- Reading motivational books
- Travelling and Adventure
- Motivational speaking

REFEREES

1. Dr. Sammy Kaunga,
Compassion International,

Africa Regional Leadership Specialist,
P.O BOX 55379-00200
Nairobi.
Tel: 0721436338

Email: sammykaunga@yahoo.com

2. Joseph Gitaka,
Assistant Manager- Audit,

Office of the Auditor-General,

P.O BOX 67636-200,

Nairobi.

Tel: 0721369444

jgitaka2002@yahoo.com

3. Pauline Kamba
Managing Consultant,

Top Edge Consultants Ltd,

P.O Box 113 - 00511,
Nairobi - Kenya

Tel: 0722819235/0739876431

info@topedgeconsultants.com