

RUTH KEMUNTO MAYAKA

HOME: Ekerenyo, Nyamira

CONTACT: + 254-725569870

NATIONALITY: Kenyan

RELIGION: Christian

EMAIL: ruthkemunto7749@gmail.com

Date of Birth: 24/04/1999

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

2017 – 2022

Cooperative University Of Kenya

Obtained a Bachelors degree of Science in Finance.

2018 - 2019

Kenya Accountants And Secretaries National Examinations Board

Obtained a Certified Investment and Financial Analysts (CIFA) part 1 section 2 Certification

2018

Kenya Accountants And Secretaries National Examinations Board

Obtained a Certified Investment and Financial Analysts (CIFA) part 1 section 1 certification

JAN 2017 -April 2017

Callycalex Computer Training Centre

Trained and examined with a DISTINCTION

2013 - 2016

Kipsigis Girls High School - KCSE

Scored a B+ (PLUS)

2004 - 2012

Ekerenyo Sunshine Academy – KCPE

Scored 371 Marks

EXPERIENCE

2023

Food and Agricultural Organisation

I was employed on contract as an enumerator to register farmers in my ward. I registered 355 farmers/households.

2022 -- 2023

Ekerenyo Sunshine Academy

Worked as a finance officer and accountant in charge of financial records.

January 2022 to October 2023.

2021

Nyamira North Sub-County Treasury

I was attached here and the work environment solidified my skills.

2022

Independent Electoral And Boundaries Commission

Served as an electoral clerk during the 2022 general elections and served 226 voters at Ikonge Primary School polling Station

2019

KENYA NATIONAL BUREAU OF STATISTICS

Served as a counting enumerator in the 2019 National Census exercise and registered 70 households

SKILLS

- **Problem-solving skills:** I can analyze complex problems and come up with effective solutions
- **Adaptability:** I can adapt to new situations and changes in the workplace.
- **Communication skills:** I possess the ability to communicate clearly and effectively with co- workers, clients, and customers.
- **Attention to detail:** I have a keen eye for identifying and correcting errors and mistakes in my work.
- **Time management skills :** I can prioritize tasks and manage my time effectively to meet deadlines.
- **Creativity:** I possess the ability to think outside the box and come up with innovative solutions.
- **Leadership skills:** I can lead and motivate a team towards a common goal.

REFEREES

	NAME	INSTITUTION	POSITION	PHONE
1	Juliana Kirui	Kipsigis Girls High School	Principal	0724254451
2	Lucinda Mugaa	Cooperative University	Dean Of Students	0724311606
3	Abel Nyakundi Chanua	Ekerenyo Sunshine	School Director	0728772706