

MS. GATOBU KARIMI EMILY

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CAREER OBJECTIVE

Seeking opportunity to explore my career options and utilize my finance knowledge taught in class as well as my analytical and problem solving skills in an organization that value forward thinking.

EDUCATIONAL BACKGROUND

2013 - 2017 **Strathmore University**

Bachelor of commerce (finance major and human resource minor)

Certified Public Accountant Part 3 (section VI)

2009- 2012 **Muthambi Girls' High School**

Kenya Certificate of Secondary Education (K.C.S.E) Grade: B+

2005-2008 **Yururu Primary School**

Kenya Certificate of Primary Education (K.C.P.E) Marks: 392

WORK EXPERIENCE

August 2017 – TO DATE **Mzima Springs Sacco Ltd.**

Assistant Accountant

- Receiving and screening loan applications for qualification criteria.
- Bank reconciliation

- Preparation of monthly management report
- Preparing EFT lists and making EFT payments.
- Preparing remittances for the Sacco.
- Updating all monies received into the system on a real time basis.
- Petty-cash administration - for office expenses.

April – June 2016 **Copy Cat Limited**

Finance intern

Worked on the following areas;

- Bank reconciliation
- Account receivables and payables
- Procurement of goods
- Working using the oracle system

April – June 2015 **Red Cross Society of Kenya**

Worked as a volunteer.

First aid training

PERSONAL ATTRIBUTES

- Hardworking and Ambitious
- A good team player
- Self-driven and great motivation
- Strong desire and willingness to learn

PROFESSIONAL SKILLS

- Keen on details and excellent problem solving skills
- Ability to complete tasks before and within stipulated time
- A good working relationship with both colleges and my seniors

LEADERSHIP POSITIONS HELD

- Chairperson of the environmental club at Muthambi girls high school, 2012
- Secretary of the Strathmore Business Club, 2015-2016
- President of the Strathmore Business Club, 2016-2017

OTHER RELATED SKILLS

- International Computer Driving Licence (ICDL) at Sipet College.
- ERP training – SAP certificate
- Senior first aid training by Red Cross Society of Kenya
- Digital Marketing Training by I Lab Africa

HOBBIES

- Cycling and travelling
- Engaging in social work
- Reading blogs and self-improvement books

REFEREES

1. **Patricia Mwangi**

Mentor,

Strathmore University, pwamuyu@strathmore.edu

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2. **Erick Ngugi Ngubia,**

Internal Auditor, The Copy

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3. **Mrs Anne Mbaya**

Principal,

Muthambi Girls' High School. mbayanne@yahoo.com

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