

CURRICULUM VITAE

ASNATH WACHEKE GATERI,
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OBJECTIVE

To utilize my gained knowledge, skills and competencies to the best of my ability in order to add value to an organization as it endeavors to achieve its goals and objectives.

EDUCATION

- [2015- Aug 2019] United States International University – Africa**
Bsc. International Business Administration; Finance and Investment Management Concentration.
Key Coursework:
Principles of Finance- Money and Capital markets, Corporate Finance, Emerging issues in Finance, Portfolio & Derivatives Management and Financial Modelling.
- [Jan- Aug 2014] Anglican Church of Kenya - Computer College – Nairobi**
Key Coursework:
Ms Word, Ms Excel, Ms Access, Ms PowerPoint, Windows, Information Network Services, QuickBooks, and Basic Concepts of Information Technology
- [2010-2013] St. Lucie Kiriri High School**
Kenya Certificate of Secondary Education (KCSE).

Professional Experience

[May 2019 to August 2019] Ministry of Energy

Position: Intern

Responsibilities:

- Conducted financial statements Analysis.
- Assisted in formulation budgets for Semi-Autonomous Government Agencies under the Ministry.
- Assisted in preparation and formulation of the Budget for the National Government.
- Created letters for various purposes for the finance department.
- Provided procurement support services.

[January 2017 to April 2019] Quality Assurance Office

Position: Work Study

Responsibilities:

- Compile, copy, sort, and file records of office activities.
- Compute, record, and proofread data and other information, such as records or reports.
- Support scheduling of meetings and calls with senior staff.
- Helped plan and organize meetings and office workshops.
- Perform additional admin tasks such as transcribing and data entry as necessary.

[June 2016 to January 2017] Interstrat Limited Big Square

Position: Cashier

Responsibilities:

- Conducted end of day banking and reconciliation.
- Calculated total payments received during a time period, and reconcile this with total sales.
- Inventory check. Assisted in the completion of cycle stock counts and stock checks and ensured stock movements were replaced, rotated and recorded.
- Served customers, provided advice and assistance, and ensured sales targets were achieved.
- Maintained clean and orderly checkout areas and completed other general cleaning duties, such as mopping floors and emptying trash cans.
- Observed telephone etiquette and took customer orders.

SKILLS AND COMPETENCIES

- Strong computer and Microsoft (Excel/Word/PowerPoint) skills.
- Exceptional focus, strong project management skills and ability to multi-task.
- Able to work unsupervised under high pressure and meet deadlines.
- Customer focused and strong team player.

ACHIEVEMENTS, COMMUNITY SERVICE AND LEADERSHIP EXPERIENCE

- Certificate of Completion of The Critical Competencies Bootcamp (Design Thinking and Creativity for Innovation, Marketing and Project Management).
- Certificate of Participation, Stage 3 Capital Markets Authority Challenge.
- Head of Social Media Department of Hearts of Compassion Charity Organization.
- Active Participant in Presidential Awards Kenya.

Referees:

John Kabuu

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