**CURRICULUM VITAE**

**PERSONAL INFORMATION**

NAME : Shalon Nyawira Wachira

SEX : Female

ID NUMBER : 39671838

NATIONALITY : Kenyan

ADDRESS : P.O BOX 98316-80100 Mombasa, Kenya

RELIGION : Christianity

EMAIL : shalonwachira3@gmail.com

TELEPHONE : 0110450925

MARITAL STATUS : Single

**EDUCATION BACKGROUND**

2023. Vision Institute of Business Studies Mombasa CPA. Part 1

2020 - 2023 Technical University of Mombasa. Diploma in Accountancy. Credit

2016 - 2019 St. Anne's girls high school Kiriari-Embu. KCSE. C+(PLus)

2008 - 2015 St. Ursula Nguviu girls boarding school-Embu. KCPE. B+ (Plus)

**SKILLS AND COMPETENCIES**

1. Teamwork
2. Self-management and capacity to lead my own professional development
3. Analytical skills
4. Experience in QuickBooks and computer packages
5. Conflict resolution
6. Work ethics
7. Time management
8. Critical thinking
9. Comfortable interacting with computers
10. Adaptability

**WORK EXPERIENCE**

Fortune Sacco Kiamatugu Branch-Kirinyaga

Position : Account assistant Office

Period : Sep 2021 – Dec 2021

Terms of engagement : attachment

Fortune Sacco Kiamatugu Branch-Kirinyaga

Position : Account Assistant Office

Period. : Dec 2022 - June 2023

Terms of Engagement : Trainee

**DUTIES AND RESPONSIBILITIES**

* Preparation and posting of loans disbarred
* Filling of all financial documents.
* Monthly bank reconciliations.
* Book keeping.
* Customer service and relationship management.
* Account opening procedure.
* Tellering and cash handling processes.
* Loan appraisal/loan processing and monitoring.
* Marketing; outreach and recruitment.
* Exposed to credit/saving supervisor roles and overall branch Manegment and operations.

**KEY ACHEIVEMENTS**

Exemplary worked as an accountant trainee, majoring in cash handling processes

and socializing with respect to work performance.

Able to socialize with clients and being one of the key employees’ of the company.

**CAREER PROFILE**

A highly motivated and enthusiastic accounts assistant with less than one year experience.

Am open minded and aim to grow in the profession while meeting the demands of the organization.

**INTERESTS**

Reading.

Socializing.

Learning.

**SEMINAR AND WORKSHOP ATTENDED**

1. Exposure on the accounting professional examinations – Kasneb workshop

Conducted at Technical University of Mombasa in October 2022.

1. Exposure on accounting profession – ICPAK workshop conducted at Work place.

**LANGUAGE PROFICIENCY**

* Kiswahili – excellent in all skills
* English – Excellent in all skills

**REFEREES**

* Mr.Chris Munene Kaara
* Branch manager- Fortune sacco Kiamutugu branch
* Tel-0726320684
* DR Charles Kamau Guandaru,

COD-Accounting and Finance, Technical University of Mombasa.

TEL: 0720794964