

## Professional Profile

Results-driven finance professional with a Master's degree in Finance and four years of comprehensive experience in financial analysis and payroll administration. Recognized for outstanding contributions in my current role at Salutem Care and Education, showcasing strong analytical skills and financial acumen. Known for a commitment to excellence and proven ability to drive results. Seeking to leverage financial expertise and dedication to transition into a junior finance role.

## Core Skills

- Budgeting
- Payroll
- Financial modelling
- Bookkeeping
- Leadership
- Forecasting
- Financial planning
- Data Entry
- Strategic planning
- Performance tracking

## Education

- **MSc Finance** | Nottingham Trent University | Oct 2022 - Jul 2024 | Completed a rigorous Master of Finance program with specialized modules in Global Financial Markets, Financial Statement Analysis, Corporate Finance, Financial Modelling, Risk Management, and Corporate Restructuring. Developed a deep understanding of international financial systems, market dynamics, and advanced corporate finance concepts. Acquired expertise in financial statement analysis, financial modelling, and risk management techniques. Applied theoretical knowledge to real-world challenges in Consultancy Experience Project, providing actionable recommendations and demonstrating strong problem-solving skills
- **Bch Economics and Statistics** | University Of Nairobi | Feb 2016 - Dec 2020 | Completed a rigorous Bachelor of Economics and Statistics program, focusing on key areas such as microeconomics, macroeconomics, econometrics, and statistical analysis. Gained a thorough understanding of economic theory, market structures, and the role of government in the economy. Developed strong quantitative and analytical skills through extensive coursework in statistical methods, data analysis, and economic modeling. Engaged in research projects that involved the application of econometric techniques to real-world economic issues, demonstrating the ability to interpret data, draw meaningful conclusions, and present findings effectively

## Career Summary

**Oct 2022 - Present**

**Salutem Care and Education, Nottingham**  
**Support worker**

### Outline

Since October 2022, I have excelled as a support worker at Salutem Care and Education, earning recognition for my outstanding contributions and dedication. Honored with an award nomination, I have demonstrated exceptional service and a collaborative team approach. Entrusted with senior responsibilities like medication administration, I have proven my reliability and ability to work effectively within a team.

#### **Key Responsibilities**

- Communicated effectively with residents, their families, and colleagues to build trust and ensure clear understanding of care needs
- Participated in training and development sessions to stay updated on best practices and improve care delivery
- Maintained detailed and accurate records of care provided and any changes in residents' conditions

#### **Key Achievements**

- Received a nomination in 2024 recognising high patient satisfaction

**Oct 2021 - Oct 2022**

**DCK Care Limited, Nottingham  
Payroll Administration**

#### **Outline**

At DCK Care Limited, I managed payroll operations with precision and timeliness, ensuring compliance and efficiently resolving queries. My role emphasized meticulous attention to detail and adherence to regulatory standards. Concurrently, I provided exemplary support as a caregiver, recognized for my compassionate service and dedication. My ability to balance administrative duties with hands-on care highlights my versatility and commitment to excellence in both roles.

#### **Key Responsibilities**

- Ensuring compliance with regulatory standards and company policies.
- Administering payroll processing, including calculations and deductions.

#### **Key Achievements**

- Managed payroll operations at DCK Care Limited with precision and timeliness, reducing processing errors by 15%.
- Balanced administrative responsibilities effectively with hands-on care duties, showcasing versatility and commitment to excellence.

**Oct 2018 - Dec 2020**

**Kenyatta National Hospital, Nairobi  
Strategic Analyst**

#### **Outline**

As a strategic analyst at Kenyatta National Hospital during the COVID-19 pandemic, I spearheaded financial analysis efforts to optimize cost structures and boost revenue, ensuring fiscal stability. Collaborating with senior management, I aligned strategic plans and budgets with evolving priorities, leveraging expertise in planning and budgeting. Despite data volatility, I drove informed decision-making by interpreting complex information, and facilitating effective resource allocation.

#### **Key Responsibilities**

- Interpreted complex data to drive informed decision-making processes.
- Worked closely with cross-functional teams to develop cohesive strategies

#### **Key Achievements**

- Led financial analysis initiatives that resulted in a 10% reduction in operational costs and a 15% increase in revenue during the COVID-19 pandemic.
- Developed strategic plans and adapted budgets that effectively allocated resources, contributing to the hospital's fiscal stability amidst challenging times.

## **Additional**

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#### **Software**

Excel, PowerPoint, Quickbooks, SPSS, Epi Info, R, Bloomberg