**First and Last Name**

Postal Address (*exclude your physical address and ID no. – any details that could compromise your security)*

Mobile No.

Email: [yourname@strathmore.edu](mailto:yourname@strathmore.edu)

LinkedIn profile (optional)

Nationality – *if you’re an International student or applying for an international role*

**CAREER OBJECTIVE (optional)**

To gain industry experience in Finance through an entry level opportunity while leveraging on the knowledge and experience I have acquired to create value for the organization.

**EDUCATIONAL BACKGROUND**

Year – year **Institution**

Professional qualification

Year -year **Strathmore University**

Degree, specialization (*& year of study if the course is ongoing i.e. 3rd year)*

Honors or grade

Year – year **Name of High School**

High school certificate i.e (K.C.S.E) mean grade | GCSE

Math B -, English B+ [*information is used by some organizations to shortlist candidates*]

**WORK EXPERIENCE | [***For those with more experience, highlight your achievements and make them quantifiable*]

Jan - March 2023 **East African Breweries Ltd (Maltings Subsidiary)**

Finance Intern under accounts payable.

Responsibilities:

* Receiving delivery notes of barley and sorghum.
* Processing payments for farmers using Special Purpose vehicle (SPV) systems.
* Dealing with farmers’ inquiries on progress of their payment
* Processing payments for transporters’
* Conducting inventory takes

Jan – March year **Thomas Barnados Home**

Voluntary service- 200hrs

**ACHIEVEMENTS**

* Revived the Arts club in Strathmore University (2022) to encourage Art enthusiast and fellow students to appreciate art and promote Art as an entrepreneurial venture
* Holder of the President’s Award Scheme- Gold Award (year)

**COMPUTER PROFICIENCY SKILLS**

List computer software and programming languages

**Language:** List foreign languages and your level of fluency

**(*omit English and Kiswahili if you’ve gone through the 844 system)***

Chinese-Mandarin (Intermediate)

**EXTRA CURRICULAR ACTIVITIES**

* Member of Community Outreach Programme (2022 – to date)

**LEADERSHIP POSITIONS HELD**

* Class Representative for CPA (2023)
* Hockey team captain at xyz High school (2019)

**INTERESTS**

List activities you enjoy that may spark interview conversation (5 or less)

* Art
* Swimming and Travelling
* Event organizing

**REFEREES (***3 people who can speak on your character, academic qualifications and work ethic)*

***When making applications leave out the referees (unless otherwise instructed) to protect their details. You can share these details with a recruiter once you are invited for an interview.***

**Ref 1Name \***

Job title

Organization,

Email

Mobile No:

**Ref 2Name**

Job title

Organization,

Email

Mobile No:

**Ref 3 Name**

Job title

Organization,

Email

Mobile No: