

**Martin Maina Kigaa**

Phone: +254-729203104

E-mail: [mk.martin0416@gmail.com](mailto:mk.martin0416@gmail.com)

## **PERSONAL DETAILS**

Nationality: Kenyan

ID. Number: 28809303

Date of Birth: 14 February 1992

Driving License: Class BCE

Religion: Christianity

Languages: English and Kiswahili

## **PERSONAL PROFILE**

I am an analytical, versatile, hard-working, and self-driven individual capable of working under minimal supervision to achieve the best results. I am an innovative and a flexible person able to understand complex technical issues and utilize problem-solving skills to identify the root cause of a problem to develop an effective solution. I believe that honesty, integrity, and commitment are the key drivers to optimal performance.

## **EDUCATION QUALIFICATIONS**

<b>Year</b>	<b>Institution</b>	<b>Course/Certificate</b>	<b>Grade/Qualification</b>
2011 – 2015	Kenyatta University	Bachelor of Arts (Economics & Mathematics)	Second Class Honors
2007 – 2010	Nyandarua High School	Kenya Certificate of Secondary Education (KCSE)	B+
1999 – 2006	Ririchua Primary School	Kenya Certificate of Primary Education (K.C.P.E)	B

## **OTHER QUALIFICATIONS:**

Comboni Polytechnic – Gil Gil (2011)	Computer literacy and operating system
	Microsoft word
	Microsoft Excel
	Microsoft Access
	MS-PowerPoint
	Email and Internet
	(*Fast typing speed on a QWERTY Standard Keyboard)
Seniors Driving School (2012)	Driving License (Class BCE)

## **KEY SKILLS**

- An effective communicator and a fast learner
- Outstanding written and numerical skills
- Excellent typing skills

- Keen to learn new skills
- A valuable team member

### **EMPLOYMENT HISTORY**

- February 2018 – Present – Research and Content writer, as a Freelancer.
- September 2017- April 2018 – Assistant Accountant/ Accounting Intern at Gachege Tea Factory
- May 2014- November 2014: Peer Trainer at Kiangunu Secondary School, Kiambu County.
- January 2011 – August 2011: Peer Teacher at Langa Langa Primary School, Gil Gil.

### **EXPERIENCE AND WORK BACKGROUND:**

<b>Worked as Assistant Accountant at Gachege Tea Factory</b>	
Duties and responsibilities	Ensuring institutional compliance with its internally formulated accounting procedures
	<u><b>TASKS</b></u> Financial analysis Corporate finance Cash management and drafting payment requests Budgeting and financial planning Auditing of accounts (internal auditing) Preparation of annual accounts Book keeping
<b>Worked as a Peer Trainer/Teacher at Kiangunu Secondary School</b>	
	<u><b>TASKS</b></u> Mentoring and coaching students Skills and competence mapping Participated in talent management and planning Teaching students, mainly Mathematics

### **VISION:**

To learn and impart the knowledge and experience through teamwork, contribute to the attainment of shared goals, and serve for the betterment of the entire society.