

# MAKORI CECILIA NYANCHAMA

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## PERSONAL PROFILE

An ambitious & self-driven professional with an experience of 2+ years in work experience. I have a solid background in Bachelor of Commerce with a specialization in Finance coupled with Python language basics. Adept at stakeholder management, proposal writing, preparing & reporting on financial data as well as effective collaboration and teamwork. My skills and competencies include organization management, managing client accounts, digital designs coupled with good work ethic, excellent communication & relationship building skills.

## KEY SKILLS AND COMPETENCIES

Relationship Management | Accounting Skills | Excellent Communication Skills | Business Acumen | Team work & Collaboration | Creative Problem Solving | Numerical & Analytical Skills | Digital Content Design | Organizational Skills | Technical Writing | Microsoft Office Suite

## WORK EXPERIENCE

Intern | January 2022 – March 2022

Avertis Solutions Limited

Key Contributions:

- ✓ Asset verification
- ✓ Stock taking

Head of Human resource | June 2021-January 2022

Erdemann Property Limited, Ngara

Key Contributions:

- ✓ Plan, direct and manage all human resource initiatives such as recruitment, compensation, benefit training and employee relations.
- ✓ Implement fair employment practices that meet needs of the organisation.
- ✓ Advise managers on employee and labor policies such as OSHA
- ✓ Collaborate with other department managers to deliver employee training programs, employees feedback, ensure compliance and facilitate performance management.
- ✓ Ensure employees' adherence to company policies and procedures.
- ✓ Oversee staff operations, business planning, and budget development of HR programs.
- ✓ Plan, supervise, and contribute insights and recommendations in the development of the organization's strategies.
- ✓ Facilitate HR Managers in dealing with the day-to-day problems and complaints from department employees regarding employee benefits, payroll, and paperwork.
- ✓ Establish human resources objectives in accordance with organizational goals, state, and local legal requirements.
- ✓ Implement human resources strategies through department accountabilities for talent acquisition, compensation and benefits, training and development and employee retention.
- ✓ Counsel the management of different departments by providing advice on managing employees and cultivating the ideal culture.

- ✓ Research, develop, and update the organization's policies and guidelines.
- ✓ Discipline and handle termination of employees as per the organization's policies.
- ✓ Prepare and report the progress of the HR department to the company's General manager, Managing director and other stakeholders.

Human resource assistant | february 2021-june 2021

Erdemann Property Limited,Athi river

Key Contributions:

- ✓ Recruit candidates
- ✓ Hire the right employees
- ✓ Process payroll
- ✓ Conduct disciplinary actions
- ✓ Update the company policies
- ✓ Maintain employees records
- ✓ Conduct benefits analysis

Proposal writer and editor | September 2020 – January 2021

Slumcode Group.

Key Contributions:

- ✓ Developing client and stakeholder relationships to increase the reach of the organization.
- ✓ Designing annual magazine as well as handled its editing and proofreading.
- ✓ Collaborating to design the Slumcode's website.
- ✓ Writing proposal to relevant corporations on behalf of Slumcode.

Secretary | March 2020 – November 2020.

Odyssey Opticians.

Key Contributions:

- ✓ Managed proper record keeping of clients' information.
- ✓ Managed client relations through handling correspondence in addition to receiving clients.
- ✓ Maintained executive diaries, scheduled appointments and meetings.
- ✓ Receiving mail, invoices and supplies for recording and storage.

Accountant | June 2018 – October 2018.

Neema Cereals.

Key Contributions:

- ✓ Prepared financial reports including financial statements and budget.
- ✓ Accurately recorded, reported and analyzed financial information in a timely fashion.
- ✓ Ensure compliance with regulators; KRA compliance and conformance to GAAPs.

Writer | October 2017 – December 2017

Smart Entertainment.

Key Contributions:

- ✓ Managing client requests and assisting in technical computer software.
- ✓ Handling record keeping and project writing.
- ✓ Transcribing(still doing it)

## EDUCATION BACKGROUND

University of Nairobi | Feb 2018 – Ongoing.

Bachelor of Commerce – Finance Option.

Kyeni Girls High School | Jan 2013 – Nov 2016.

Kenya Certificate of Secondary Education.

Mean Grade of B+.

## LEADERSHIP

Chairperson | 2020 – 2021.

Friends of Society.

A University of Nairobi Club that provide mentorship to children below 18 years who are in remand homes.

- ✓ Facilitating fund raising for the club and managing partnerships with stakeholders.
- ✓ Ensuring expenditure is consistent with the objectives and activities of the club.

## VOLUNTEERSHIPS / MEMBERSHIPS

Volunteer, Friends of Society.

University of Nairobi.

Mentee, Greenhorn Mentorship Program.

University of Nairobi.

## LANGUAGES

English – Proficient | Kiswahili – Native | German – Intermediate.

## ACHIEVEMENTS

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## INTERESTS

Travelling.  
Research.  
Mentorships.  
Avid Reader.

## REFEREES

Mr. Odhiambo XXX,  
Manager,  
Odyssey Opticians.  
0792 573 515

Ms. Joy Mwendia,  
Manager,  
Neema Cereals.  
0726 061 320

Mr. Joseph Anditi  
Manager,  
**Erdemann Property Limited**  
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