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THIKA, KENYA.

# **MUCHARA ESTHER WAIRIMU**

## **PERSONAL DETAILS**

|                      |   |
|----------------------|---|
| Nationality          | : Kenyan  |
| Date of Birth        | : 1 <sup>st</sup> September 1992                      |
| Gender               | : Female  |
| Marital Status       | : Single  |
| Language proficiency | : English and Kiswahili (Fluently spoken and written) |
| Religion             | : Christian   |
| ID Number            | : 29275058  |

## **PERSONAL PROFILE:**

A positive, Proactive and results driven person who is highly disciplined with high levels of integrity, Courtesy and is trustworthy

Loves working in successful and productive team and has an ability to work under pressure and meet strict deadlines with minimum supervision and has good communication, interpersonal, analytical, and time management skills

## **CAREER OBJECTIVE:**

To positively and industriously participate in teamwork in order to realize greater achievement of any organization am working with and continually acquire skills and use them to work efficiently to add value to my place of work and career.

## **MISSION:**

To be a responsible, accountable, creative and innovative employee to come up with competitive and proficient ideas to put me at a greater position in my career.

## **EDUCATION**

- **Feb 2014- current: Pinnacle Business School**  
CPA – Section 6
- **May 2010-Dec 2013: The University of Nairobi-School of Business**  
Bachelor of commerce (*Finance Option*)
- **February 2006-November 2009: Mary Leakey Girls High School**  
Awarded Kenya Certificate of Secondary Education (KCSE) Mean Grade B-

## **SKILLS AND COMPETENCES**

- A good planner and organizer
- A fast learner always ready to learn
- Good problem solving skills
- Result Oriented
- Excellent communication skills
- Team player
- Dynamic
- Customer focused
- Excellent interpersonal skills
- Accountable

## **INFORMATION TECHNOLOGY COMPLIANCE**

- Ms Word, Ms Access, Ms PowerPoint, Ms Excel, Ms Outlook, Internet & Email.
- Excellent in Quick Books, Sage and Pastel.

## **WORK EXPERIENCE**

### **1. Tradestar Kenya Limited(June 2014 to date)**

- I have been working at Tradestar in the accounts and Finance department since July 2014  
Have acquired skills on:
  - Bookkeeping. Known how to book transaction for money in from clients and money out to creditors through paradox system and a tailor made intranet bookkeeping system.
  - Debtors Management –Have learnt how to follow up on debt clients based on days they are allowed by the company to settle their invoices and thus manage the amount owed to the company and avoid presence of many overdue invoices.
  - Creditor Management –Have learn how to also keep an eye on what the company owes to suppliers and ready due invoices for payments to avoid too much debt accumulation
  - Also from Tradestar I have acquired skills on Bank Reconciliations Receipting and filling.
  - I have also gained some experience on ICT for I have been trained n how to use their different programs and projects digitally
  - Also have experience on purchasing since I undertook the task of planning and purchasing items from suppliers.

### **2. Davis And Shirliff(2014)**

- Have worked in Davis and Shirliff for 3 months as a casual attachee  
Worked in Internal Audit and Accounting Department and my task was Filling of POs and Delivery Notes.

## **HOBBIES**

- Reading.
- swimming
- Traveling
- Socializing
- Outdoors group activities

## **REFEREES**

1. Mrs Cecilia Maina  
Projects Department  
Safaricom Mobile network Operator Company  
Westlands Branch  
Cell: 072632594

2. Mrs Annah wanjiku Muhuyo  
Accounting Manager,  
Tradestar Kenya Limited  
P.O. BOX 1251-01000  
THIKA  
Cell: 0722312147

3. Mr. Timothy Muthine  
Claims Department  
Madison Insurance  
Upper hill, Nairobi  
Cell: 0720643415