|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **personal**  **INformation**  **education**  **Proficiency**  **careER**  **objective**  **working experience**  **LEADERSHip**  **HOBBIES**  **refereES** | **Curriculum Vitae**  |  |  | | --- | --- | |  | JANE NJERI KIMANI  P.O. Box 7-00206,  Kiserian.  Tel: 0720936119,0720141374  Email: janekimani37@yahoo.com | |  |  |   **Date of Birth:** 26th October, 1986.  **Marital Status:** Single  **Religion:** Christian  **Nationality:** Kenyan    2015- TO DATE: **KCA UNIVERSITY**.  CURRENTLY PERSUING  CPA PART 2 SECTION III  2008-2013:  **Catholic University of Eastern Africa.**  Bachelor of Commerce(finance Option)  (SECOND CLASS HONOURS-LOWER DIVISION)  2001 – 2005: **Komothai Girls High School**  Kenya Certificate of Secondary Education  (K.C.S.E). Attained a mean grade of C **plus**  1993 – 2000:**ARAP MOI PRIMARY SCHOOL.**  Kenya Certificate of Primary Education (K.C.P.E).  Attained 358 marks.  MS Excel  MS word  MS Access  MS POWERPOINT  QUICKBOOKS  To be in a result oriented environment that seeks an ambitious and career conscious person where acquired skills and education will be utilized towards continuous growth and advancement.  A well oriented self driven personality who is very optimistic and passionate capable of working independently and committed and to work under pressure to meet deadlines.  **AUG 2013-TO DATE: WANANDEGE SACCO- CUSTOMER CARE OFFICER**  -Customer services – acting as the bridge between the organization and the customers, where all enquiries are made in regard to the organization and individual account. Handling of incoming calls and ensuring customers satisfactions.  -Handling of incoming calls, mails, walk in customers and ensuring customers satisfactions.  -Opening Fosa account applications, ATM applications, M-SACCO application, RTGS forms, Bankers Cheques forms and ensuring accurately recording and filling.  -Member card account updates in the system e.g. Signature, telephone, photo updates, marital statutes, districts, linking member card to BOSA etc.  -Ensuring that forms needed by customers are ready and available all the time. Receiving the duly filled forms and acting on them.  -Issuing customers with new ATM cards, replaced cards  -Monthly payroll advices to payroll accountant.  -Writing and posting bankers cheque on the system  -Teller duties, receiving cash payments and making over the counter withdrawals. Ensuring correct balances are given all the time  -Reconciling receipts and payments vouchers, Mpesa balances on daily basis.  -Reconciling CASH, M-NDEGE and ATM’S at the end of the day and making sure cash is safely locked in the safe.  -Receiving of cheque in the system, registering and ensuring they are deposited in cooperative bank.  -Issuing customers with statements and ensuring they are duly charged  -Reconciling tellers’ cash in absence of the Fosa manager  -Any other duties assigned by the Fosa manager  **WANANDEGE SACCO DUTIES AS A MICRO CREDIT ASSISTANT**  Improving the peoples live by motivating them financially hence self-reliance.  -Recruiting new groups and individuals, mobilisation of savings, loan appraisals, and business assessments in the Sacco.  -Training groups on business management and good record keeping.  -Attending groups on regular basis ensuring cohesiveness. Follow up on problematic / lost groups.  -Motivating them to save, and ensuring prompt loan repayments.  -Passing JV’s.  -Loan recovery process and ensuring societies money is paid on time.  -Ensuring a good PAR is always maintained on issued loans.  **JULY2012- AUG 2013 : FAULU KENYA- DIRECT SALES REPRESENTATIVE**  Appraising and advising members on loan eligibility while ensuring completeness of loan application loan  follow ups on loan processed and ready for disbursements  customer care services- presenting the organisation products to clients  assisting in the loan recovery process  marketing the organisation products  **JULY2011-JUNE 2012:** **HARAMBEE SACCO- Casual clerk**  Feeding fresh loan, stoppages and variations  Updating/ adjusting members records  Re-feeding of loans  To re-feed guarantors repayment for default loan  Closing members files  Writing vouchers, verifications and customer cares services  Prepare monthly data deduction  Ngong Division- National Youth Council  Wanandege Sacco welfare secretary  Wanandege sacco Union steward  Sunday school teacher  Reading, Helping Other, Participating In Community Projects  S NYAGA  MICRO CREDIT OFFICER WANANDEGE SACCO,  P.O. BOX 30062-00100  NAIROBI.  EMAIL: [snyaga@wanandegesacco.com](mailto:snyaga@wanandegesacco.com)  TEL: 0722789305    Pamella Onyango  Senior Accountant Harambee Sacco  P.O. Box 47815  Nairobi.  Tel: 0722811856  Roseanne Mwangi  CEO- KEWISCO SACCO  P.O. BOX 4491-00200  NAIROBI.  Email: rozannemw@gmail.com  Tel: 0722637350 |