**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Date of birth** | 7th February 1993 |
| **Nationality** | Kenyan |
| **Religion** | Christian |
| **Marital status** | Single |
| **Professional training** | Accountancy |

**CAREER OBJECTIVE**

To work in a professionally-stimulating environment with result-oriented individuals who believe in team work, business ethic and hard work. To obtain an entry-level position in an organization that will allow for my professional growth while benefiting from my analytical and interpersonal skills apply the best accounting and finance practices to contribute to the business performance and growth.

**STRENGTHS**

|  |  |  |
| --- | --- | --- |
| * Attention to detail | -Team player | * Excellent communication |
| * Strong communication skills | -Result-oriented | * Strong quantitative and analytical abilities |
| * Quick problem solving skills | -Sound interpersonal skills | * Professional |
|  |  |  |

**SPECIALISED SKILLS**

|  |  |  |
| --- | --- | --- |
| * Business Accounting * Management accounting * Financial accounting | * Taxation * Performance management * Financial Reporting | * Audit and Assurance * Book keeping * Strategic planning |
|  |  |  |
|  |  |  |

**COMPUTER SKILLS**

Proficiency in Microsoft Application packages *(Ms Word, Ms Excel)*

Accounting package (*QuickBooks)*

**EXPERIENCE**

Interactive Marketing Communication Agency

Beirsdof sales representative

January 2014-December 2014

**Duties**

* Brand retailing and marketing to customers.
* Stock monitoring.
* SalesManagement.
* Price standardization in retail outlets.

**EDUCATION**

|  |  |  |
| --- | --- | --- |
| **Institution** | **Qualification** | **Year Completed** |
| KCA University | ACCA Qualification | *Expected 2016* |
| Institute of Advanced Technology (IAT)  University of Nairobi  Gatitu Girls Secondary School | Certificate in QuickBooks  Bachelor of Arts in International  Studies  Kenya Certificate Of Secondary Education (B-) | 2015  2013(second year)  2010 |

**LANGUAGE**

|  |  |  |
| --- | --- | --- |
| English – Native | Kiswahili – Native | French-basic |

**HOBBIES**

|  |  |  |
| --- | --- | --- |
| Travelling | Researching | Reading |

**REFERENCES**

**Daisy Okumu**

Supervisor

Interactive Marketing Communication

+25428843724

**Mr. Kombo**

Lecturer KCA University

0724291295

**Rodgers A. Rabong’o**

Manager of Student Affairs

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Cell Phone: +254720245627

Email Address: rabongo@kca.ac.ke

**CERTIFICATION**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

**Date:** October 21 , 2016,

**Full name:** CAROLINE WANGARI WANJIRU