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| **CURRICULUM VITAE** |

**MWANGI CAROLINE WANGUI**

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| **Nationality :** Kenyan  **Date of Birth :** 1991  **Religion :** Christian  **Languages :** Fluent in English and Kiswahili  **Telephone  :** +254710864703  **Email Address :** carolynewangui91@gmail.com  **Postal Address :** 65109 Ruaraka |

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| ***PROFILE*** |
| A positively charged, creative and energetic individual with good interpersonal communication, always on the lookout for challenges and be the best. |

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| ***CAREER OBJECTIVES*** |
| To constantly challenge myself and inspire others to exceed stretching targets. While in service honest, integrity, self-drive, high discipline and continuous profession will serve to strengthen my career. |

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| ***ACADEMIC AND PROFESSIONAL QUALIFICATIONS*** | | |  |
| **Year** | **AreaofLearning** | **Institution.** | **Grade** |
| December 2015  December 2014  December 2014  June 2014  December 2013  June 2013 | Certified Public Accountants (CPA 5 Part II)  Certified Public Accountants (CPA 4 Part II)  Certified Public Accountants(CPA 3 Part II)  Certified Public Accountants(CPA 2 Part I)  Kenya Accounting Technician Certificate 2  Kenya Accounting Technician Certificate 1 | KCA University  KCA University  KCA University  KCA University  KCA University  KCA University | PASS(KASNEB)  PASS(KASNEB)  PASS(KASNEB)  PASS(KASNEB)  PASS (KASNEB)  PASS (KASNEB) |
| **2010** | Microsoft Office Packages | APT Computer and languages trainers | Distinction |
| **2006-2009** | Kenya Certificate of Secondary Education  (KCSE) | Kamahuha Girls high School | B (minus) |
| **1998-2005** | Kenya Certificate of Primary School (KCPE) | IchagakiPrimary School | B(Minus) |

**Experience**

July2015-up to date: Credit relationship officer in Progressive credit limited.

***Duties and Responsibilities***

1. Approving loans within specified limits and refers loan applications outside those limits to management.
2. Meet with applicants to obtain information for loan application and to answer question about the process.
3. Analyze applicant’s financial status, credit and properly evaluation to determine feasibility of granting loans.
4. Explain to customers the different types of loans and credit options that are available, as well as the terms of those services.
5. Obtains and compile copies of loan applicant credit histories, corporate financial statement and other financial information.
6. Review and update credit and loans files.

**Computer skills**

Good in Introduction to Computers, Ms Windows,MsWord, Ms Excel,Ms Access,

Ms PowerPoint, Adobe PageMaker, Internet and Email and Keyboarding

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| ***PERSONAL ATTRIBUTES*** |
| Ability to work in a team  Fast learner  Flexible  Highly Motivated |

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| ***HOBBIES AND INTERESTS*** |
| Reading Novels & Published Articles  Communal Work  Making new friends  Traveling |

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| ***REFEREES*** | | |
|  | **NAME** | FRANCIS KIRAGU |
| **OCCUPATION** | LECTURERIN KCA UNIVERSITY |
|  | **CONTACTS** | 0723906899 |

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| ***REFEREES*** | | |
|  | **NAME** | CLINTON KIRIMI |
| **OCCUPATION** | HEAD OF BRANCH IN PROGRESSIVE CREDIT LIMITED GITHURAI BRANCH |
|  | **CONTACTS** | 0721820750 |

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