# DIANA ADIKINYI MKALAMA.

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# CAREER OBJECTIVES.

To work and grow with an organization in an integral, professional and adaptable manner, through application of my mathematical skills, financial expertise and problem solving skills.

# EDUCATIONAL BACKGROUND

2015 – November 2016 **KCA University.**

Bachelor of Commerce (Finance major).

2011 – May 2014 **Pinnacle Business School**

Certified Public Accountant (ICPAK No ASSOC/510).

2009 – 2010 **Pinnacle Business School**

Accounts Technician Certificate

2004 – 2007 **Mukumu Girls High School**

# WORK EXPERIENCE

# January 2016 to present Business Premises Rent Tribunal

Finance Assistant

**Responsibilities**

* Budget preparation
* Preparing of departmental payment vouchers
* Imprest processing.
* Collection of revenue.
* Reconciliation of revenues collected.
* Retrieving document for auditors.
* Updating cash movement
* Preparing customer statements

**May 2015– December 2015** **Chase Bank Kenya/Soft Age adept.**

Digital Banking Support/Contact Center Agent

# Responsibilities:

* + - * Resolves problems by clarifying issues, implementing solutions and escalating unresolved problems.
      * Answers inquiring by clarifying and providing correct information to clients.
      * Training clients on how to use mobile and internet banking platform while on phone.
      * Scheduling trainings for clients to be visited by field agents and be trained and assisted on challenges they are experiencing

**July 2012– September 2012** **Ukulima Sacco Society**

Accounts Intern

# Responsibilities:

* + - * Record Management and archiving.
      * Updating member files
      * Accounting
      * Auditing members’ files
      * Processing members’ refund
      * Processing members’ loans

# ACHIEVEMENTS

**Young African Leaders Initiative (2015).**

In the interest of improving my skills and knowledge, I have also taken online courses on Young African Leaders Initiative network and awarded certificate on.

* Management Strategies for People and Resources.
* Strategies for personal growth and development.
* Strengthening Public Sector service.
* Fundamentals of starting and running a business.
* Basics of Public-Private partnerships.
* Workforce collaboration and development.

# COMPUTER PROFICIENCY SKILLS

Microsoft: Word, Excel, Sage, Pastel and Power Point, QuickBooks

# EXTRA CURRICULAR ACTIVITIES

* Music festival choir Mukumu Girls’ High School (2006-2007).

# HOBBIES AND INTEREST

* Reading
* Travelling
* Socializing

**REFEREES**

**1. Pastor Pharis Kimotho,**

**Apostolic Faith Church,**

**Cell: 0722942970.**

**Email:** [**kuhunyahpharis@gmail.com**](mailto:kuhunyahpharis@gmail.com)

**2. Charles Lwanga**

**Finance Manager,**

**Business Premises Rent Tribunal**

**Cell: 0734417693**

**3. Idah Munene,**

**Administrator**

**Soft Age Adept,**

**0724005290**

**Email: idahmunene@yahoo.com**