



DEDAN MURIITHI WARUI

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D.O.B: 16th AUG 1995

Marital Status: Single

Religion: Christian

CAREER OBJECTIVE

My career is to give the best of my knowledge and skills which will impact the finance work on all grounds. Therefore, I want to become a finance professional in line with the guidelines and membership of the relevant professional body majorly a Chartered Financial Analyst (CFA).

PROFESSIONAL AND ACADEMIC BACKGROUND

SEP 2014 – APR 2018: The Co-operative University of Kenya- BSc (Finance)

FEB 2010 - NOV 2013: Dr. Babla Kang'aru Mixed Secondary School-KCSE

JAN 2009 - DEC 2010: Welding and Metal Work-Course

JUN 2007 - Nov 2008: Kang'aru Primary School-KCPE

JAN 2001 - JUN 2007: Kinyaga Primary School

SKILLS AND COMPETENCIES

- Good relationship management and negotiation skills
- Sound ability to handle multiple tasks, set priorities, and meet deadlines
- Proficient in basic operating systems like Microsoft Word, Excel, PowerPoint, Access, and Internet
- Possess excellent written and verbal communication skills
- Good analytical and computation skills.

WORK EXPERIENCE

SEP 2021- JUN 2022: Mogo Finance - Loan Officer Intern

JUN 2018 - DEC 2018: Lions Sightfirst Eye Hospital - Assistant Accountant

MAY 2017- AUG 2017: Lions Sightfirst Eye Hospital - Finance/Account Attachment

2014, 2015 & 2016 Vacation: Kinyaga Mixed Secondary School - Untrained Teacher

Duties & Responsibilities handled at Lions Sightfirst Eye Hospital Finance/Account departments:

- Ensured proper filing and safe custody of records of accounts
- Assisted in managing daily accounting activities, including cash payables
- Prepared finance schedules for reporting and reconciliation of creditor's statements
- Prepared statement of accounts payables and payments
- Performed bank reconciliations and withholding tax

- Data entry of invoices and payments for batching.

LEADERSHIP RESPONSIBILITIES

- Student Leader, Laboratories, Dr. Babla Kang'aru Mixed Secondary School

AWARDS AND CERTIFICATION

- Certificates of Merit: Student Science engineering fair - Chemistry Talk
- Certificate of participation: Google digital training platform

EXTRA-CURRICULAR ACTIVITIES

- **Hobbies:** Networking, travelling, & reading informative business publications.
- **Community work:** Environmental conservation, peer counselling and youth service.

References

Mrs. Jerusha Wachira,
Head Teacher,
Kinyaga Mixed Secondary School,
P.O Box 19-10306.
Phone: 0727648686

Mr. Wilord Ondieki,
Supervisor, Internship,
Lions Sightfirst Eye Hospital,
P.O Box 66576-00800.
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Mr. Danson Kamau Gitonga,
Boda Boda Relationship Manager,
Mogo Auto Ltd,
Pinetree, Kaburu drive, Nairobi.
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