



CURRICULUM VITAE

MONICA WAIRIMU GACHOKA

Tel: +254 792889986

Email: mwairimu524@gmail.com

PROFESSIONAL SUMMARY

A thorough and result driven professional seeking opportunities that will help me further grow in my career as I participate in ensuring the financial health of an organization is maintained. My goal is to secure an entry level position in a growing company with the goal of contributing to ensuring growth and efficiency in the firm while also developing my financial career.

PERSONAL ATTRIBUTES

- **Accounting:** Substantial experience in handling general accounting principles such as reconciliations, petty cash management, the general ledgers and balancing of accounts, bank reconciliation and analysis of other subsidiary ledger accounts among other general accounting principles.
- **Analytical and Problem-Solving Skills:** Able to visualize and solve complicated problems in the best way possible and make accurate and informed decisions.
- **ICT Competence:** Good command of Microsoft Office tools, Excel, Access and use of the internet & email.
- Negotiation, Interpersonal, Teamwork prowess, Communication and analytical skills.
- Flexible with changes and able to understand organization mission and objectives
- Upholds the concept of integrity, accountability and professionalism at the workplace.

WORK HISTORY

July 2021-October 2022- worked at Manaland Ventures limited as a receptionist

August 2019-June 2021-worked as real estate marketer at S.G shelter property limited

- Compiled general ledger entries on short schedule with 100% accuracy.
- Reviewed financial documents to verify accounting data and mathematical accuracy.
- Set up and improved accounting systems and processes to meet business needs and maximize operational success.
- Checked employee expense reports and submitted for signatures.
- Generated and submitted invoices based upon established accounts receivable schedules and terms.
- Evaluated and improved accuracy and completeness of financial records.

Kenya Achievers Sacco Society Ltd - September to November 2018

- Worked with Loan Officer to create application profile in system and review key information at various stages within process.
- Compiled database of loan applicants' credit histories, corporate financial statements and other financial information.
- Recommended loan approvals and denials based on customer loan application reviews.

- Scheduled meetings and appointments and maintained well-organized master calendar.
- Liaised with clients to guide through loan closing process and skillfully handle any concerns.
- Communicated with customers daily to request information and complete paperwork.
- Monitored key dates to obtain information by deadlines.
- Conferred with applicants and creditors to obtain information and resolve paperwork discrepancies.

EDUCATION

Graduated Dec 2019 **Diploma in Secretarial**

Graduated May 2017 **Computer Applications, Integrated Computer Centre (ICC)**

Graduated Nov 2015 **Kenya Certificate of Secondary Education – Mungaria Secondary School**

Graduated Nov 2012 **Kenya Certificate of Primary Education - Magomano Primary School**

REFEREES

Mr. Daniel Muna
CEO MUNALAND VENTURE
NAIROBI
Tel: +254 0113172058

Mrs.Purity Waithera
SHELTER PROPERTY
Chinga Tea Factory
Tel: +254 743 859055

Mr. Jesse Kimani
Manager
MUNALAND VENTURE
Tel: +254 794 055 858