

JACOB THIONGO MUTURI

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Excellent Language skills: English (spoken and written).

PERSONAL PROFILE

- I am hard working, reliable and dependable in meeting objectives.
- I am capable of working for long hours and with minimal supervision; I meet targets successfully and am results oriented.
- I have excellent interpersonal skills - good communicator, high integrity, emotional intelligence.
- I am a great team-worker who is adaptable and flexible.
- I am attentive to details and able to handle sensitive and confidential information with discretion
- I command strong negotiation and relationship-building skills
- I command strong Problem solving and Public speaking skills .
- I Command strong Analytical skills,Data Collection,Entry and Management skills.

CAREER GOALS AND OBJECTIVES

My career goals are aimed at pursuing short-term and long-term service in my career while observing required procedures in this field. I am passionate and committed to adding value in every work I do.

WORK EXPERIENCE:

Domini Wholesale and Retail
December 2023 to April 2024

Domini Wholesale and Retail
Cashier

- Updating and Setting prices for Various Goods,
- Purchasing New Stock Based on invoices using Cristore Inventory Management System,
- Identifying and correcting discrepancies to ensure accuracy,
- Evaluating internal controls of systems and provide recommendations for improvement to create greater compliance, transparency and inefficiencies,
- Liaising with managerial staff and presenting findings and recommendations,
- Preparing reports by analyzing and summarizing information and trends on available stock.
- Preparing clear and complete working papers supporting review and work done,
- Managing and coordinating preparation of financial audit,
- Processing customer payments and Issue receipts to customers
- Using Point of Sale system (POS) and other Accounting software to enhance Integrity.
- Assist clients with Payment related Queries

Inuka Africa Micro finance
Jan 2023 to October 2023

Loan Officer

- Recruited, Trained New clients and maintained a strong profitable Portfolio that is easily monitored.
- Developed and executed innovative marketing strategies resulting in improved performance in disbursement.
- Played a crucial role in the success of Loans repayment and recovery by coordinating with the Branch Supervisor.
- Checked and Ensured Clients records are accurate and reliable,
- Provided Exceptional Customer service by Answering queries and informing customers about loans repayment plans.
- Filing monthly Per Diem report and other logistic plans.
- Contributed to informed decision-making within the Credit Committee in terms of Loans approval, rejection and deferral.
- Built Professional relationships with stakeholders and Local authorities where approved third-party interactions are required.

In My Steps
2023

INTERN

- Participated in a 3-day training program that Empowers young graduates on career advancement and psycho-social functions.
- I was able to network with different professionals in career coaching whose training is based on professional skills and etiquette for the work place

Intern

- Completed a 3-month Industrial Attachment at Kenya Tea Development Agency
- Created reliable and Simplified data.
- Participated in Election Preparation for various buying centers.
- Assisted the Factory Chief Clerk to Identify Accounting errors in order to prepare suspense Accounts.
- General office routines and record keeping

EDUCATIONAL QUALIFICATIONS:

2017 -- 2019	Diploma in Applied Statistics <i>Kiambu Institute of Science and Technology</i> Kiambu, Kenya.
2009 – 2012	Kenya Certificate of Secondary Education (KCSE) <i>G.G Rumuruti Boys Secondary School</i> Rumuruti, Kenya
2001 – 2008	Kenya Certificate of Primary Education (KCPE) <i>Nyakiambi Primary School</i> Kinamba, Laikipia

LEADERSHIP POSITIONS HELD:

DCC Church Youth Secretary	Achievements; <ul style="list-style-type: none">• Coordinating activities in the church.• Preparing and presenting reports during the church AGMs,• Maintaining the integrity of minutes and other youth records.
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