

RITA KAWIRA NDUBI
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CAREER OBJECTIVE

To be a professional financial specialist through mastering financial skills and competently delivering financial solutions. To grow these skills through consistent academic growth and on-job experiences in the dynamic and challenging finance world.

PERSONAL PROFILE

Rita is an aggressive and result-oriented person. She can efficiently work as an individual and as a team member, observing high level of professionalism, dependability and keenness in her work.

EDUCATION AND ACADEMIC DETAILS

MOI UNIVERSITY

Duration : Aug.2010 – Feb. 2014:

Course Title : Bachelor of Business Management (Finance and Banking Specialization)

Cumulative Rank : Second Class Upper Division

Sacred Heart Kyeni Girls

Duration : Jan 2005 – November 2008:

Course Title: K.C.S.E

Mean Grade: A (Minus)

Kiini Girls Boarding Primary School

Duration : Jan 2001- November 2004:

Course Title: K.C.P.E

Total Marks: 417 out of 500

PROFESSIONAL CERTIFICATION

Chartered Financial Analyst(CFA): Level One (ongoing)

Certified Public Accountants(CPA): Part One

Other Skills

Computer Skills at Softech Computer Training Institution.

PROFESSIONAL EXPERIENCE

FEBRUARY 2016 TO DATE: Commercial Bank Of Africa as an Administrative Assistant, Asset Finance.

- Growth of Income from Asset Finance and Insurance Premium Finance through cross-selling and telesales.
- Offering quality administrative support services to customers and internal departments.
- Ensuring adherence to and application of established policies, processes, procedures and tools to achieve optimal efficiency, compliance and cost containment.
- Actively of managing of the customer expectations.

APRIL 2014 TO FEBRUARY 2016: Works at Commercial Bank of Africa as a sales representative in Banc assurance Department.

Key Responsibilities;

- Sell insurance policies to potential clients.
- Help individuals, businesses, and families select the most appropriate policies for health, life, and properties.
- Seek out leads and new clients.
- Maintain reports and records of insurance policies.
- Match insurance policies for clients with the companies that offer the best rates and coverage.
- Process insurance applications and maintain regular contact with clients.
- Answer questions and make changes to existing policies.

November 2012 – March 2013: Administration assistant at Sareto Security Company, Nairobi.

Key Responsibilities;

- Sorting and distributing incoming mail
- Assisting the Office Manager in the processing of Annual Conference registrations, preparation of reports and required materials
- Filing of materials in general files area.
- Assisting with bookkeeping and accounting functions as appropriate
- Assisting Office Manager in developing and instituting methods for quality control and accuracy in membership, other databases.
- Assisted in handling and solving upcoming staff and client's queries.

Jan 2009- June 2009 – Peer Teacher at Our Lady of Mercy Magundu High School.

Experience gained: Relaying information to students effectively, how to effectively create a good learning environment for effective learning, good communication skills.

Kenya National Bureau of Statistics- Enumerator (August 2009)

Experience Gained: Accuracy and numerical interpretation skills as well as inter-personal skills through interaction with the people in my area of work.

PROFESSIONAL MEMBERSHIPS

Business Management Students Association (BMSA) – Moi University.

Professional Accountants & Secretaries Students Association of Moi University (PASSAMU)

HOBBIES AND INTERESTS

- Socializing
- Travelling
- Playing badminton
- Reading inspirational materials

REFERENCES

Joram Kiuna,
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