

**RITA KAWIRA NDUBI**  
**P.O. BOX 138 • 60400 NAIROBI PHONE: 0716850772/0795199071**  
**EMAIL:ritakawira@gmail.com**

### **CAREER OBJECTIVE**

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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)

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## **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.

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## **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**

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Business Management Students Association (BMSA) – Moi University.

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

**HOBBIES AND INTERESTS**

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- Socializing
- Travelling
- Playing badminton
- Reading inspirational materials

## **REFERENCES**

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Joram Kiuna,  
Head of Bancassurance,  
Co-operative Bank of Africa Ltd  
Contact: 0722329489  
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