

# Margaret Wanjiru

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## CONTACT

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## OBJECTIVE

To pursue the interest of my employer, fulfill the objectives of my career while putting the interest and needs of the client and community I serve in mind.

## WORK EXPERIENCE

### Cooperative financial management Ltd

February 2017 — Present

Finance manager

- **Preparing financial reports.**
- **Put together financial acknowledgments, business exertion tidings, and budgets.**
- **Oversee financial information to confirm that proper needs are met.**
- **Oversee staff who prepares financial statements and budgeting.**
- **Revise company monetary records and pursue ways to cut expenses.**
- **Examine trends to scare up chances for growth or for bringing together different business.**
- **Assist Executive constitute business decisions.**

### CEO Africa Publishers Ltd

December 2015 — January 2017

Editorial Administrator

- **The study, assess, and refine the scripts a head of approving them for broadcast.**
- **Act together with the editorial management and allocate themwork to each.**
- **Propose key amendments to the blueprint wherever needed.**
- **Get-up the task of various sectors if required.**
- **Embark on the inquisitorial process to the employment of new editors.**

### Super co-operate society Ltd

July 2014 — August 2015

Accountant

- **Analyze reports to nail down accuracy.**
- **Confirm that reports and books abide by laws and code of practice.**
- **Calculate taxes payable, get ready tax returns, and arrange payment.**
- **Examine books of account and accounting systems to keep records up to date.**
- **Planning and keeping financial books.**
- **Enhance businesses effectiveness where cash is involved.**
- **Propose customs to cut down costs, increase income and lift profits.**

### olcyp publishers

August 2013 — May 2014

content writing and editing

- **Reading content and correcting errors in grammar, punctuation, and spelling.**
- **Evaluating story ideas and determine what material will attract the attention most to readers**
- **Examining drafts from writers to decide what to publish**
- **Analyzing drafts of books and articles, recommend comments to improve the content and propose titles and headlines.**

- **Literature essays**
- **Expository essays**
- **Critical thinking reviews**
- **Persuasive essays**
- **Narrative essays**
- **Synthesis essays**
- **Argumentative essays**
- **summary and review**

**QUALIFICATIONS**

- **MASTER OF BUSINESS ADMINISTRATION**
- **BACHELOR OF BUSINESS ADMINISTRATION[UPPER DIVISION]**

**EDUCATION****Business Administration****September 2012 — December 2014**

Kenyatta University

**Master of Business Administration****Business Administration****April 2007 — September 2011**

Kenyatta University

**Bachelor of Business Administration (Upper Division)****INTERESTS**

Music, Reading novels and world literature.

**REFERENCES**

References available upon request.