

# 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.