

## **CURRICULUM VITAE**

### **PERSONAL DETAILS**

Name: MAINA ANNE MUTHONI

Tel No: +255756284320

Address: P.O Box , 3102 Nyeri

E mail address:*annmuthonimaina147@gmail.com*

Date of birth: 30<sup>th</sup> November 1991

Marital status: Married

Gender: Female

Religion: Christian

### **CEREER OBJECTIVE**

To uphold high moral standards, abiding to rules and regulations, set standards in your organization, observing punctuality and being steady and ensuring productivity of my job at all levels.

To work with a high performing organization with chances of meeting challenges and problems and identifying the best alternatives of overcoming them.

### **PERSONAL ASSINGMENT**

.Honesty

Ready and willing to learn

Patient

Initiative

Adaptability

Responsible and able to work with minimal supervision

## KEY STRENGTH

Ambitious towards achieving the set goals

Flexible and always result oriented

## EDUCATION/ PROFESSIONAL BACKGROUND

2014-2015: Kenya Institute of Management Higher Diploma in Management  
(Business Management) attained (upper credit)

2013: Kenya Institute of Management, Certificate in Management. (upper credit)

2012: Mainline Computer College, certificate in computer application

2008-2011: Icuga Girls Secondary School, Kenya Certificate of Secondary Education

1998-2007: Ndathi Primary School, Kenya Certificate of Primary Education

## WORK EXPERIENCE

Duration	Organization	Key responsibilities
July2012- Dec2012	Josani ladies hostel	Accountant
Jan2013- sep2013	Fairsale supermarket	Supervisor
July2015 - sep2015	Daima savings & credit co- operative society ltd.	Credit department
April-2016- 2022March  2022April- April 2024	Progressive credit limited	Credit admin/Relationship officer  Branch Administrator ,Team leader

## **DUTIES AND RESPONSIBILITIES**

Implementation of set strategy

Compiling and presenting reports

Customer service

Reconciliation of sales

Handling of office float

Appraisals

Lending (both logbook and title deed)

Ensuring credit control and timely debt collection

## **ACHIEVEMENT**

Worked in the same company for the past 6 years without disciplinary issue neither in job related area (set targets) that is performance improvement plan, misunderstanding with colleagues which could affect my job.

## **ACTIVITIES AND RESPONSIBILITIES**

2008 – 2009: Icuga Girls Secondary School Compound prefect

2009-2010 : Icuga Girls Secondary School Christian union secretary

2010- 2011: Icuga Girls Secondary School Class prefect

2011 : Icuga Girls Secondary School Christian Union vice Chair Lady

## **INTERESTS**

Socializing,

Team Work

Travelling

Mobile 0711619666

## **REFEREES**

Fredrick Njiru

Daima Sacco Operational Manager

PO. BOX 2032-60100 Embu

Mobile. 0723904122

Johnson Kariuki

Alpha School

General Manager

Mobile .+255717742248

John solio

Progressive credit, Branch Manager

Po box 63

Kitengela

