

GICHIA MARY WAMBUI

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PROFESSIONAL SUMMARY

A detail-oriented and results-driven professional with two years of experience in financial management, property management and administrative support. Adept at improving operational efficiency, enhancing systems and supporting strategic decision-making through accurate data analysis and reporting. Demonstrates strong organizational, analytical, and communication skills, with a proven ability to handle sensitive information with integrity. Currently advancing accounting expertise as a **continuing CPA student**, with solid ICT knowledge and cross-functional experience in finance, procurement, and system support.

EDUCATION

- **Bachelor of Science in Business Information and Technology**
KCA University, Nairobi, Kenya – *Graduated 2025*
 - **Diploma in Business Information and Technology**
KCA University, Nairobi, Kenya – *Graduated 2022*
 - **Certificate in Information Technology**
Graben Computers, Nairobi, Kenya
 - **KCSE Certificate**
Mutuma High School
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TECHNICAL & PROFESSIONAL SKILLS

- **Accounting:** Bookkeeping, account reconciliation, financial reporting, procurement support, ERP systems, audit support
 - **ICT Skills:** MS Excel, MS Word, MS PowerPoint, Photoshop
 - **Programming:** HTML, CSS, PHP
 - **Marketing Tools:** LinkedIn, Instagram Ads, Newspaper marketing
 - **Networking:** Troubleshooting, configuration
 - **Soft Skills:** Analytical thinking, teamwork, confidentiality, problem-solving, communication
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PROFESSIONAL EXPERIENCE

Ridgeview Limited

Assistant Manager | Nairobi, Kenya

September 2021 – December 2023

Successfully supported financial and property management operations by maintaining accurate records and improving internal processes. Streamlined data management, strengthened controls, and contributed to decision-making through analysis and reporting.

Key Responsibilities:

- Maintained accurate bookkeeping, tracked expenditures, prepared leases and supervised staff.
- Reconciled rental payments and monitored business revenue streams.
- Conducted research and analysis on property management issues and provided actionable recommendations.
- Developed and maintained an automated property and asset management system.
- Reviewed property invoices to ensure alignment with contractual obligations.
- Prepared operational and financial reports and contributed to business expansion discussions.
- Handled client data with discretion, ensuring confidentiality and compliance.
- Oversaw repairs, travel expenses and site operations while preparing detailed reports.

East African Community and Regional Development

Attachment | Nairobi, Kenya

May 2022 – August 2022

Supported organizational processes through research, documentation, and ICT assistance, contributing to efficient departmental operations.

Key Responsibilities:

- Conducted research and prepared findings to support departmental strategies.
- Offered ICT support and streamlined digital workflows.
- Coordinated and documented meetings, including preparing and distributing minutes.
- Assisted with administrative tasks such as document preparation and dispatch.
- Prepared presentations and supported staff in producing executive-level documents.

Reliable Freight Services Ltd

Internship – Finance & ICT Departments | Machakos, Kenya

April 2025 – July 2025

Contributed to finance, ICT, and procurement operations through accurate data entry, system updates, and cross-departmental collaboration.

Key Responsibilities:

- Updated shipment and cargo records in the ERP system.
- Recorded invoice references and support documents in the finance module.
- Assisted procurement with document filing, purchase updates and requisition support.
- Created and updated the company's asset register.
- Ensured smooth communication between departments for accurate reporting.

REFERENCES

1. Doreen Mukaria

Manager, Private Real Estate Firm

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2. Samuel Kariuki

HR Manager, Reliable Freight Services

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