

REGINA SAMBA MWATEE

Nationality: Kenyan

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CAREER OBJECTIVE

A motivated, reliable, and results-driven individual seeking to contribute positively to any available position by applying my skills, professionalism, and commitment to excellence.

SKILLS AND ABILITIES

- Computer literate: Proficient in Microsoft Office, data entry, and internet navigation.
- Community mobilization: Ability to clearly and persuasively communicate a vision to rally people to action.
- Negotiation skills: Capacity to help two or more parties reach an agreement.
- Teamwork skills: Ability to work with others to achieve common goals.
- Interpersonal relation skills: Harmoniously interact with others.
- Communication: Strong verbal and written communication skills in English and Kiswahili.

EDUCATION

- Jan 2022 - Aug 2024: Greta University, Thika – Bachelor of Commerce (Accounting) (Upper Class Division).
- Cost Institute of Technology, Voi – Taita Taveta – Certificate in Computer Packages.
- Jan 2017 - Apr 2021: Saint Agatha Ngoloki Secondary School, Taita Taveta – Kenya Certificate of Secondary Education (C+).
- 2014 - 2016: Kighombo Primary School, Taita Taveta – Kenya Certificate of Primary Education (285/500).
- 2005 - 2013: Mkwakwani Primary School, Ukunda.

WORK EXPERIENCE

- **Desert Rangers Investment (Jan – Jun 2025)**
 - Record keeping, stock checking, and use of QuickBooks.
 - Data collection and support in business decisions.
- **Jirani Smart (Jul – Aug 2025) – Business Development Officer**
 - Marketing, member recruitment, loan uploads, and arrears follow-up.
- **Qwetu Sacco (Sep – Dec 2024) – Industrial Attachment**
 - Customer service, loan registration, and marketing of credit products.

PROFESSIONAL AND PERSONAL DEVELOPMENT

Committed to continuous learning and skill improvement.

Certificate in Computer Packages.

Currently engaged in record keeping with experienced business personnel.

AWARDS, CERTIFICATES AND ACHIEVEMENTS

- December 2024: Awarded a Certificate of Three Months Industrial Attachment.
- December 2024: Awarded a Degree Certificate in Accounting.
- September 2024: Awarded a Certificate of Leadership.

REFEREES

Mr. Mohammed Chadi – Trainer, Qwetu Sacco Voi Branch | Tel: +254 725 468 966

Veronica Mkamburi – Manager, Desert Rangers Investment | Tel: +254 797 768 512

Human Resources Officer – Jirani Smart | Tel: +254 719 103 748