

## **REGINA SAMBA MWATEE**

Nationality: Kenyan

P.O Box 80300 – Voi

+254 111 490 113 | [reginasamba234@gmail.com](mailto:reginasamba234@gmail.com)

## **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: Gretsa 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**