

Mike Mbithi Mbithuka

☎ 0717078526 | ✉ mikembithi18@gmail.com | 🇰🇪 Kenyan

PROFILE SUMMARY

Motivated and detail-oriented Bachelor of Commerce (Accounting) graduate with hands-on experience in finance, credit services, and customer support. Adept at problem-solving, data entry, and communication. Eager to contribute to organizational growth while advancing skills in finance and accounting.

EDUCATION

Taita Taveta University | 2020 – 2024

Bachelor of Commerce (Accounting Option)

Mumbuni Boys' High School | 2014 – 2017

Kenya Certificate of Secondary Education (KCSE)

Yikiatine Primary School | 2008 – 2013

Kenya Certificate of Primary Education

WORK EXPERIENCE

Finance Intern | Actuarial Service (E.A) Limited | Feb 2025 – Present

- Supporting finance department with data entry, reconciliations, and reporting.
- Gaining hands-on experience in accounting processes and compliance.

Sales Associate | Platinum Credit Limited | Jun 2024 – Nov 2024

- Engaged clients, processed loan applications, and met sales targets.
- Enhanced interpersonal and negotiation skills.

Polling Clerk | Independent Electoral Boundaries Commission | Aug 2022

- Verified voter details and supported smooth election processes.
- Ensured compliance with electoral policies and data accuracy.

Service Provider | Vinelink Cyber | Apr – Aug 2021

- Delivered printing, scanning, and digital documentation services.
- Assisted clients with form applications and online submissions.

Cashier | Vision Cyber | May – Aug 2020

- Managed daily transactions and maintained accurate records.
- Provided customer service in a fast-paced environment.

KEY SKILLS

- Accounting & Financial Reporting
- Customer Service & Sales
- Data Entry & Records Management
- Leadership & Teamwork
- Microsoft Office Suite

INTERESTS

Reading | Traveling | Soccer

REFEREES

Dr. Mutua Kimaku – Lecturer, Taita Taveta University – ☎ 0721230435

Mr. Joseph Andiwo – Private Wealth Advisor Arima Fund – ☎ 0721494033