

# ADAN IBRAHIM ABDI

Nairobi, Kenya | +254 758 965 805 | Adanibrahimabdi615@gmail.com

## PERSONAL STATEMENT

Dedicated and self-driven Business Management diploma graduate and final-year Bachelor of Commerce (Accounting) student with strong analytical, customer service, and organizational skills. Possesses a solid understanding of financial operations, record keeping, business communication, and customer relationship management. Passionate about contributing to the banking and financial services sector with integrity, accuracy, and professionalism.

## EDUCATION

### **Bachelor of Commerce (Accounting)**

KCA University, Nairobi | Sep 2024 – Expected Dec 2026 (Part-time)

### **Diploma in Business Management**

Riara University, Nairobi | Sep 2022 – Aug 2024

### **BTEC International Level 3 Diploma in Business Management**

M-Pesa Foundation Academy, Thika | 2019 – 2022

International Baccalaureate Career-related Programme (IBCP)

Subjects: English Language and Literature, Mathematics, French

Completed 50 hours of Service Learning

### **Kenya Certificate of Secondary Education (KCSE)**

Gither Mix Secondary School | 2022 – 2025

### **Kenya Certificate of Primary Education (KCPE)**

Rocky Hill Primary School | 2011 – 2018

## EXPERIENCE

### **Event Organizer – 3-Day Swimming Competition**

M-Pesa Foundation Academy, Thika

- Organized and managed a multi-school swimming competition.
- Oversaw scheduling, budgeting, logistics, venue setup, and safety protocols.
- Led student volunteers and coordinated with staff to ensure smooth operations.

### **Community Project Volunteer – School Renovation Initiative**

Kisiwa Primary School, Thika

- Participated in planning, budgeting, painting, and basic classroom repairs.

## COMMUNITY SERVICE

### **Volunteer – Stationery Donation Drive**

Rocky Hill Primary School, Mandera

- Organized and distributed learning materials to students in need.
- Collaborated with donors and fellow volunteers.

## AWARDS & CERTIFICATIONS

- Presidential Award (Bronze Standard) – April 2022
- International Baccalaureate Learner Profile (Risk Taker)

- Certificate of Completion – International Baccalaureate Programme
- Basic Fire Safety Training Certificate – University of Nairobi
- Career Coaching Certificate of Achievement
- Certificate of Excellence in Community Problem Solving

## **SKILLS**

- Financial Accounting & Business Management
- Communication (IELTS Certified)
- Leadership & Teamwork
- Problem-Solving & Risk Management
- Microsoft Office & Business Tools
- Community Engagement

## **REFEREES**

Available upon request.

M-Pesa Foundation Academy, Thika  
Phone: +254 703 200 000 | Email: [info@mpesafoundationacademy.ac.ke](mailto:info@mpesafoundationacademy.ac.ke)

Mr. Ali Maalim – Head Teacher, Rocky Hill Primary School  
Phone: 0724 348 259

Mr. Barsulai Kipkorir – Academic Tutor, M-Pesa Foundation Academy  
Email: [Barsulai.kipkorir@mpesafoundationacademy.ac.ke](mailto:Barsulai.kipkorir@mpesafoundationacademy.ac.ke)