

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

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