

## **CURRICULUM VITAE**

### **PERSONAL DETAILS**

**Name** : Damaris Kasyoka Kiilu  
**Contact** : 0110506738  
**Email** : [damariskasyoka561@gmail.com](mailto:damariskasyoka561@gmail.com)  
**Gender** : Female  
**D.O.B** : 18/03/2003  
**Nationality** : Kenyan  
**Languages** : English, Kiswahili, Kikamba

### **CAREER OBJECTIVES**

I am eager to secure an opportunity where I can utilize my skills and talents, and contribute meaningfully to the growth of the organization while developing professionally.

### **EDUCATIONAL BACKGROUND**

**2009 - 2016** : **STELLAMARIS PRIMARY SCHOOL**  
KENYA CERTIFICATE OF PRIMARY EDUCATION  
**2017 - 2020** : **MULANGO GIRLS HIGH SCHOOL**  
KENYA CERTIFICATE OF SECONDARY EDUCATION  
May -July **2021: ST. JOHN PAUL II INSTITUTE**  
CERTIFICATE OF INFORMATION TECHNOLOGY  
**2021 -2025** : **KABARAK UNIVERSITY**  
BACHELOR OF COMMERCE -ACCOUNTING

OPTION

May 2025 : CPA FOUNDATION LEVEL

EXEMPTION BY KASNEB

### **WORK EXPERIENCE**

Jan, 2025 – April, 2025 : UNIVISION DT SACCO

Position: Financial Advisor

#### **Roles:**

- Stay up-to-date with current economic climate to best serve clients' needs.
- Educating clients to ensure they understand how their money is being managed.
- Manage and regularly update clients' portfolios.
- Determine clients' expenses, level of income, insurance coverage, their financial objectives and goals, tax status and risk tolerance.
- Computerize processing of books of accounts.
- Management of receivables and payables.

### **SKILLS**

- † Financial Analysis
- † Good Communication
- † Team work
- † Adaptability
- † Computer Literacy

### **REFEREES**

#### **1. CYRUS MUTINDA**

Deputy C.E.O,  
Univision Dt Sacco.  
0720 411763

**2. ANTONY MUATHIME**

Relations Manager ,  
Sapon Insurance Brokers.  
0722403581

**3. JOYCE CLARAH**

Teacher,  
Kisayaani Jss.  
0793981501