

CURRICULUM VITAE

PERSONAL DETAILS

Name : Damaris Kasyoka Kiilu
Contact : 0110506738
Email : 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