

# **CURRICULUM VITAE.**

**DAISY CHEPUNG'ETICH TANUI**

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## **PERSONAL INFORMATION**

<b>Date of Birth</b>	: 16 <sup>th</sup> June, 1992
<b>Marital Status</b>	: Married
<b>Gender</b>	: Female
<b>Nationality</b>	: Kenyan
<b>ID No</b>	: 28235329
<b>Address</b>	: 87-20100 NAKURU

## **PERSONAL PROFILE**

- Graduated from Egerton University with Bachelor of Commerce – Banking and Finance
- 2 years accumulated Sales and marketing skills.
- Duly Certified Public Accountant Section II.
- A valid B2 driver's license
- Great communication and interpersonal skills.
- Proficient in Computer applications -MS Word, Excel, Power point. Cloud Computing, Zoom Teleconferencing, skype and google apps.
- 21<sup>st</sup> Century skills compliant – ICT full integration, modern modes of data entry.
- Excellent leadership, organization and management skills.
- Good statistical and analytical skills.

## **CAREER OBJECTIVES**

To gain a position as a technical officer bringing my Financial and management skills, Strong attention to detail, leadership and personal attributes of enthusiasm and willingness to learn into an organization/institution.

## **WORK EXPERIENCE**

### **2023 - TO DATE**

Currently working with Central Tigers as Field Sales Representative.

**Uniliver Products**

#### **Duties of a Sales Representative.**

- Building relationships, identifying customer needs, and selling products or services in person.
- Mapping of new potential clients and Introduction and marketing of new products.

## **NOVEMBER 2020 – SEPTEMBER 2023**

Worked with Hipora Business Solutions as Loss Control Officer.

### **Duties & Responsibilities**

- Receiving of goods from the suppliers and dispatching of goods to customers.
- Preventing and minimizing financial losses,
- Primarily through theft, fraud, and other security breaches, by implementing security measures,
- Conducting investigations, and training staff.

## **17<sup>TH</sup> AUGUST – 17<sup>TH</sup> NOVEMBER 2015**

Unga Farm Care (E.A) Ltd- Mineral Plant Nakuru-attaché Finance department.

### **Duties;**

- Inventory movements.
- Posting of invoices in BAAN (ERP package).
- Supplier's reconciliation which also including the transporters.
- Confirming wage rates between tonnage and amounts to be paid as contact terms.
- Participated in the monthly stock-taking exercise.
- Office organization and management.
- Filling and documentation.

## **EDUCATION BACKGROUND**

### **CPA Section II KASNEB**

May 2019.

### **Egerton University**

Bachelors of Commerce

Banking & Finance

2011-2014.

### **Ebenezer Computer College**

Computer packages

### **Kimulot Secondary School**

KCSE Certificate

Attained B-

2007-2010.

### **Koige Primary School**

KCPE Certificate

1997-2005

## **HOBBIES**

- Reading
- Travelling

## **REFEREES**

1. The Human Resource Manager Central Tigers Limited  
Mr. Kenneth Talam  
Tel. 0724 887 805.
2. The Accountant Nakuru Unga Farm Care (E.A) Ltd- Mineral Plant.  
Mr. William Mbugua.  
Tel. 0711 702 461.  
Email: [wmbagua@unga.com](mailto:wmbagua@unga.com)
3. Administration Assistant, Egerton University  
Mr. Jeffy Ronoh  
Tel .0724 672 057