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NAME: *SUSAN CHARLOTTE WAITHIRA*  
ID NO: 38062203  
PHONE: 0714092032  
SEX: *Female*  
NATIONALITY: *Kenyan*  
RELIGION: *Christian*  
LANGUAGE: Fluent in English, Kiswahili, Kikuyu

## **CAREER OBJECTIVE**

- To make use of my interpersonal skills to achieve the set goals, objectives, mission and vision of the organization
- To be a performance driven individual aiming to achieve a rewarding career in the financial sector
- To work in an environment that encourages growth and innovation.

## **PERSONAL PROFILE**

- Good team player.
- Has a good focus on targets and achievements.
- A trustworthy and reliable personality. Ready to learn and take instructions.
- Enduring with ability to work under pressure with a clear focus on deadlines.
- Always seeks peaceful coexistence and harmonious relations.
- Good communication and interpersonal skills with ability to relate well with all people

## **EDUCATIONAL BACKGROUND**

<b>Date</b>	<b>Institution/Award</b>
2019 - 2022	THE COOPERATIVE UNIVERSITY OF KENYA Diploma in accounting and finance
2015 - 2018	NGARU GIRLS HIGH SCHOOL Kenya certificate of secondary education.
2006 - 2014	KIANJEGE EAST PRIMARY SCHOOL Kenya certificate of primary education

## **WORK EXPERIENCE**

March 2022-july 2022:

FINANCE OFFICE ASSISTANT  
National irrigation authority  
(attachment)

### **NATIONAL IRRIGATION AUTHORITY JOB DESCRIPTION**

Key responsibility.

- ❖ Reconciling of accounts
- ❖ Book keeping
- ❖ Assisting in auditing accounts
- ❖ Handling petty cash and petty cash vouchers
- ❖ Reconciling of bank statements
- ❖ Resolving accounting discrepancies
- ❖ General ledger management
- ❖ Maintaining accurate financial records

August 2022-To 2022 DEC

CASHIER  
Lenana hotel.

### **LENANA JOB DESCRIPTION AND DUTIES**

- Managing transactions with customers using cash registers.
- Scanning goods and ensuring pricing is accurate.
- Collecting payments whether in cash or credit.
- Issuing receipts, refunds, change or tickets.
- Cross-selling products and introduce new

March 2024 – APRIL 2025

KENYA NATIONAL EXAMINATIONS COUNCIL

### **Responsibility**

- Data entry
- Data collection

JUNE 2024 -JUNE 2025

JAYGATE RESTRAURANT  
CASHIER

### **KEY RESPOSIBILITIES**

- Stock taking
- Purchasing of kitchen necessities
- Handling customers complains

## **KEY SKILLS AND COMPETENCIES**

- Pragmatic and efficiency in tasks assigned
- Good computer skill
- Good product/Service Knowledge
- Team Working skills
- Problem solving skills
- Good communication skills

## **TALENTS & HOBBIES**

- Hobbies; Computers, Discover in research work. Meeting new friends interacting and socializing, Reading books.
- Talents; Public Speaking, Leadership

## **PERSONAL ABILITY & SKILLS**

Confidence, Patient but firm, Hardworking, highly energetic, Counselling and guiding, Self-motivation. Team leader good conflict resolution, good in Marketing and establishing good customer relationship.

## **AIMS & OBJECTIVES**

Team working, Cooperating and performing my duties to the best I am able.

## **REFEREES**

Mr. Justin Njeru  
Manager Lenana Restaurant  
Tel 0729498758.

Mr. Ondieki Robinson  
Manager/owner Jay Gate  
restaurant  
Tel:0722627454