

CURRICULUM VITAE

CHRISMARK BAKARI

Meru, Kenya

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PROFESSIONAL SUMMARY

Motivated and detail-oriented Economics and Finance graduate with practical experience in finance operations, audits, and regulatory compliance. Currently gaining hands-on experience in pharmaceutical operations at Nila Pharmaceuticals, with a focus on drug retrieval processes, inventory verification, and audit support. Eager to grow professionally and contribute to efficient and compliant organizational systems.

EDUCATION

Bachelor of Economics and Finance

University of Embu — 2021–2025

Information and Communication Technology (ICT)

University of Embu — October 2021

Kenya Certificate of Secondary Education (KCSE)

Miathene Boys' Secondary School — 2017–2020

Mean Grade: B–

Kenya Certificate of Primary Education (KCPE)

St. John's Academy, Kagaene — 2007–2016

WORK EXPERIENCE

Pharmaceutical Operations Assistant

Nila Pharmaceuticals Ltd — *Currently Working*

- Assisting in drug retrieval and recall procedures in line with regulatory guidelines
- Supporting pharmaceutical audits through documentation review and stock verification
- Participating in inventory control and reconciliation of medical products
- Learning compliance requirements related to drug safety, storage, and distribution

- Supporting reporting and record-keeping for audit and quality assurance purposes

Finance Department Attachee

Meru County Government — May 2024 – August 2024

- Assisted in loan allocation and disbursement processes
- Performed bank, supplier, and inter-departmental reconciliations
- Supported budgeting and financial forecasting activities
- Helped implement internal controls and supported audit coordination
- Ensured compliance with IFRS/GAAP standards

Business Agent / Customer Service Assistant

Safaricom PLC (Destiny Mobiles Ltd) — May 2023 – April 2024

- Customer onboarding, service support, and retention
- Strengthened communication, sales, and ICT skills
- Maintained accurate customer records

Clerk

Independent Electoral and Boundaries Commission (IEBC) — August 2022

- Tallying, analysis, and compilation of numerical data
- Worked under pressure in a fast-paced environment
- Improved teamwork, integrity, and public interaction skills

KEY SKILLS

- Drug retrieval and recall support
- Audit support and documentation
- Inventory control and reconciliation
- Accounting and financial reporting
- VAT and tax filing

- Payables and receivables management
- Budgeting and cost control
- Data analysis and statistics
- Computer and ICT skills
- Communication and interpersonal skills

CERTIFICATIONS & TRAINING

- Accounting and Statistics in Data Analytics — *Simplilearn*
- C++ Programming Language — *SoloLearn*
- Digital Marketing & E-Commerce — *AIRA Digital Program*
- Transcription — *AIRA Digital Program*
- Web Design & Logo Design — *SoloLearn*

PERSONAL ATTRIBUTES

- Detail-oriented and reliable
- Eager to learn and adaptable
- Self-motivated and task-oriented
- Ethical and results-driven

REFEREES

Available upon request.