

BETSY KINYA GITIJE

P.O BOX 13– 60602 Meru, Kenya

Mobile No: +254711891808 Email: betkinya@gmail.com

CAREER OBJECTIVE

To utilize my knowledge and skillset in solving problems and in the creation of value within the organization I work for. Am inspired to be effective, efficient and proactive; making a positive difference in the organization and multilateral platforms, above all I am passionate to learn what I do not yet know to get the job done.

SKILLS AND COMPETENCIES

- o Great economic development, monitoring, and evaluation, planning and budgeting skills.
- o Effective technological and data management abilities with good MS Office suite, SPSS, STATA.
- o Effective communication, interpersonal and organizational, public speaking skills.
- o Good resource mobilization, quality assurance, analytical and research abilities.
- o Good administration, customer care, business development and financial management skills.
- o Able to deliver in multicultural areas for long hours under minimal supervision.
- o Good team leadership, coordination, liaison and report writing.

EDUCATIONAL BACKGROUND

Bachelor of Arts (Economics and Sociology), University of Nairobi, 2014 - 2018

Kenya Certificate of Secondary Education, Chogoria Girls' High School, 2009 - 2012.

Kenya Certificate of Primary Education, Chogoria Girls' Boarding Primary School, 2005-2008.

WORK EXPERIENCE

Accountant: Meru Highlands Dairy Limited (2020 – Ongoing)

Responsibilities

- ✓ -Preparation and analysis of company's financial statements
- ✓ -Preparing and updating receipts and payment schedules
- ✓ -Posting the receipts and payments in respective cash books
- ✓ -Preparation of the daily budget
- ✓ -Preparation and submission of the company's taxes

Economist Intern: Meru County Government (2019-2020)

Responsibilities

- ✓ Preparation of development plans
- ✓ Preparation and review of project registries
- ✓ Mobilization of public participation
- ✓ Writing and reviewing quarterly departmental reports

PROFESSIONAL, SHORT COURSES AND TRAINING

Certified Public Accountant (CPA) Certification; Part I, ongoing
Statistical Packages

REFEREES

Kenneth N. Ruteere

Director, economic planning

Department of Finance, Economic Planning & ICT, County government of Meru

Email: kruteere@gmail.com

Ayonga R.

Assistant Dean of Students

University of Nairobi

Address: University of Nairobi 30197-00100, Nairobi

Martin G. Mutwiri

CEC Ministry of Urban development and Planning

Meru County Government

Email: mgitije@gmail.com