



WAWERU PAUL GATHUMBI

CONTACT

- ① +971 55 4268828
- ✉ paul.gofree@gmail.com
- 🌐 AL NAHDA, SHARJAH, U.A.E.

PERSONAL DETAILS

Nationality : Kenyan
D.O.B : 25-2-1987
Marital status : Married
Gender : Male
Visa Status : Visit visa
Passport : BK842778

STRENGTHS

- Leadership
- Computer skills
- Positive attitude
- Microsoft office
- Organizational abilities

LANGUAGE

- English
- Kiswahili

OBJECTIVE

To be a team player while working diligently with and through others to achieve organization goals with minimum supervision, maximum efficiency and competitive goal approach to tasks being the driving force.

PROFILE

Am highly self-motivated, energetic, creative and versatile career person, with excellent negotiation and public relation skills. Has an excellent wealth of knowledge, an urge to learn, am competent, consistent and committed to excellence. With a high integrity standing and a strong ability to contribute in building effective and productive working relationships with clients and staff, seeking a competitive and challenging employment opportunity.

EDUCATION AND PROFESSION

- ❖ **Masters of Science Finance**
Kenyatta University MAY 2017 – ONGOING
- ❖ **Bachelor in Business**
Moi University Sept 2008 – Dec 2008 2012
Management Finance and Banking Option Second Class
Honors-Upper Division
- ❖ **KCSE mean grade A- (minus)**
Chania boy's high school 2003-2006
- ❖ **KCPE certificate A-(minus)**
Rwegetha primary school 1994-2002
- ❖ **Certified Public Accountants(CPA);**
Jan2008 – June2013:CPA part III sec6–pass
- ❖ **Certified Securities & Investments Analysis**
(CSIA)Jan-June 2012: CSIA part I sec 2- Pass
- ❖ **CISCO NETWORKING ACADEMY 6/07/12 to 21/12/12**
It Essentials-Pc Hardware & Software Course

WORK EXPERIENCE

RELATIONSHIP OFFICER- SME 05-08-2013 TO 05-12-2017
FAULU MICRO FINANCE BANK

AWARDS

1. Best Branch Employee of the Year 2014- 1stRunnersup.
2. Best in Banc Assurance Sales for Quarter2 2015- SME Category

Key responsibilities

- Lead generation and conversion to business and Championing SME products at the ranch.
- Client retention through world class customer service and relationship management
- Loan appraisal and proper KYC vetting of clients using supporting documents and SME appraisal tools.
- Ensuring compliance to audit standards and companies policies and procedures through ensuring proper documentation and integrity in every application.

- Dissemination of information to prospective clients about Faulu through product awareness as well as ensuring clients understands operations policy.
- Periodic SME training to the Branch staff to enhance awareness and cross selling.
- Ensuring account utilization, on time loan repayment and follow ups.
- Understanding the underlying causes of default and taking remedial actions as per credit policy and maintaining PAR of less than 2%
- Networking with SME business forums and events.
- Stakeholder relations management

ACCOUNTS ASSISTANT 08-03-2012 TO 30-06-2012
MAGUNA ANDU WHOLESALERS (K) LTD

Roles and responsibilities:

- Stock auditing in various branches
- Creditors management and payment appraisals
- Reconciliation of bank statements and cashbook
- Accounts payable Management
- Preparation of periodic financial statements.
- Preparation of VAT and Income tax returns.

ACCOUNTS TUTOR 11-09-2012 TO 29-02-2012
DOUGHTY COLLEGE OF ACCOUNTS

Roles and responsibilities

- Preparation of schemes of work and lesson plans in Cost Accounting, Economics, Financial Accounting, Financial Management, Auditing & Assurance and Taxation.
- Dissemination of knowledge in the above areas of study through lecturing.
- Preparation, review, administration marking and revision of continuous assessment tests and exams.
- Formation and coordination of student's study group.
- Students affairs coordinator

REFEREES

Mr.Henry Kasyula,
Faulu Micro Finance Bank,
Relationship Manager,
+254 728 646 408

John Wachira Gathonjia
Maintenance Technician
Dnata Hr Local Affairs
+971 52 9200469

DECLARATION

I hereby declare that the above mentioned information are true and correct to the best of my knowledge and belief.

WAWERU PAUL GATHUMBI