

**EMILY MORAA OKINDO**  
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## **PERSONAL PROFILE**

Self-motivated, result oriented, enthusiastic and creative thinker who inspires achievement of exceptional results in dynamic environments. Seeking a Finance/Business Analyst role to meet my skills, education and work experience.

## **KEY SKILLS**

- Proficient in English and Kiswahili.
- Good numerical skills.
- Knowledge of Excel, Word and PowerPoint.
- Experience in cultivating good relations with customers.
- Ability to work calmly and effectively under pressure.
- Communication and interpersonal skills.

## **WORK EXPERIENCE**

### **Texas A&M University -Graduate Assistant Research-Economics and Finance January 2018 to present**

- Working closely with the department lecturers to assist in research and documenting findings.
- Tutoring Financial Modelling in Excel.

### **Texas A&M University Commerce-Student Worker-Mathematics Tutor-October 2018-January 2018**

- Pre-calculus Tutor.

### **Texas A&M University Commerce-Graduate Assistant Research June 2018-August 2018**

- Assisted Faculty with research in the Economics and Finance Department.

### **Nairobi West Hospital, Auditor January 2018-April 2018**

- Carried out Audits of the hospital's internal operations.
- Carried out audits of cash and central stores. Created reports and recommendations for improvement for hospital management.

### **Kenyatta National Hospital, Accountant II August 2014 - February 2017**

- Developed a debtor's standard operating procedure (SOP) for hospital and ministry debt.
- Analyzed hospital debtors, wrote demand letters to debtors, made follow-up notes and calls, created debt files, created reconciliations and collected debts.
- Advised management on suspension or closure of overdue accounts.
- Made write-off proposals to management for uncollectable debts.
- Prepared aging of debtors' listings.
- Increased cash flow at Kenyatta National Hospital by collecting debts amounting to 100 thousand USD.
- Developed a credit approval instrument to reduce future bad debt.

### **Kenyatta National Hospital-Finance Casual 2014**

**January 2014 -June**

- Member of the Debt Management Unit.
- Reconciled the (National Hospital Insurance Fund) account.
- Issued charge sheets to outpatient civil servants. Prepared referrals for claims from NHIF.

### **Bank of Africa 2013-December 2013**

**November**

- Member of Administration Department.
- Archived Bank of Africa documents.
- Helped in developing the Digital archiving system.

### **Kenyatta National Hospital - Finance Volunteer October 2013**

**August2013-**

- Creating manual invoices.
- Reimbursed employees through Petty Cash system.
- Management of Petty cash imp rest system.

### **National Bank of Kenya - Credit Department Intern August 2011**

**May 2011-**

- Performed cheque truncation.
- Remitted Client Tax Returns to the Kenya Revenue Authority.
- Opened, closed and amended standing orders for clients.

## **EDUCATION**

<b>Masters of Science-Business Analytics</b> Texas A&M University Commerce	<b>Ongoing</b>
<b>Bloomberg Market Certification</b>	<b>2018</b>
<b>Academic and Professional Qualifications</b> <b>Certified Public Accountants-Section (1-4)</b> KASNEB-Kenya.	<b>2017</b>
<b>Bachelor of Commerce Degree (Finance Option)</b> Jomo-Kenyatta University of Agriculture and Technology 1 <sup>st</sup> Class Honors.	<b>2012</b>
<b>Computer Applications and Accounting packages</b> Temple College-Nairobi.	<b>2009</b>
<b>Kenya Certificate of Secondary Education - B+ (Plus)</b> Moi Girls High School Isinya.	<b>2008</b>
<b>Kenya Certificate of Primary Education - 372/500.</b> Olerai Primary School.	<b>2004</b>

## **ACTIVITIES**

- Member of the NSLS (Sigma Alpha Pi).
- National Association of Black Accountants.
- ISACA Scholarship-2019.

References Available on Request.