

# Lucy Wangui

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Languages: Proficient in both spoken and written English, and Kiswahili

## Profile

I am highly talented and able to fit in functional and cross-functional teams. I possess versatility and charisma and thrive well in a fast growing environment. I maintain the focus to meet and exceed the set objectives and promote good governance in ethics and moral values especially in the people relation field. Having a dynamic mind, I do consider options with an open mind before making critical decisions. I am confident that I will deliver world class service without compromising on quality and professionalism.

## Objective

To work and succeed in a stimulating and challenging environment, building the success of the company or institution while I experience advancement opportunities.

## Skills and qualifications

- ☐ Good in communication skills, achievement oriented, assertive and a strategic thinker.
- ☐ Excellent knowledge of current trends, systems and practices.
- ☐ Computer literate with good interpersonal skills, PR skills and good leadership skills.
- ☐ Ability to understand complex situations and analyze systematically to reach solutions.

## Career Summary

**October 2020 To Date**  
**Nairobi**

**ACCOUNTS MANAGER.-Pena General Supplies Ltd,**

- Produce reports outlining financial data to assist management with making strategic plans and operational decisions.
- Prepare monthly reports, including payment and account recomputations and financial statements
- Communicate and resolve disputes with clients regarding outstanding invoices, payments and any other adjustments
- Preparing and presenting performance reports.

**May 2019 - August 2020**

**ADMIN ASSISTANT- Phone Art Solutions Ltd, Nairobi**

- Performed administrative and clerical duties such as word processing, data entry, printing and copying
- Maintaining clean and organised accounts by keeping accounts payable records up to date.

- Processed payments and documents such as invoices, journal vouchers, employee's reimbursements and statements.

**May 2018 - Jan 2019**

**SALES REPRESENTATIVE; Vika Apparel**

- Increased revenue by acquiring new customers and determining needs to offer relevant products.
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**Jan 2018- March 2018**

**IT SUPPORT - Kenya Revenue Authority**

- Increased customer satisfaction by resolving products and services issues.
- Collaborated with department management to achieve results ensuring compliance with relevant regulation.
- Performed duties in accordance with all applicable standards, policies and regulatory guidelines to promote safe working environment

## **Education And Training**

JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY  
Bachelor of Business in Information Technology

PETANNS COMPUTER COLLEGE  
Certificate for Computer Package

ST MARY'S GIRLS' HIGH SCHOOL MUMIAS  
Certificate of Secondary Education (KCSE)

**Achievement:** Great team productivity; I take pride in the high ratings I have always received from my team in regular 360-degree appraisal. My team mates rate me as a firm but fair, and know I am always open to hearing their point of view.

## **Interest and Other Skills:**

- Learning keyboard skills
- Traveling and exploration
- Networking

**References:**

Ms. Hannah Irungu

Head of Operations

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