**DAISY CHEPKORIR TISIA**

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**CAREER OBJECTIVE**

To secure a challenging position in a reputable organization to expand my knowledge and skills and fully utilize my training and skills while making a significant contribution to the success of the company by sharing knowledge in a new challenging position.

**EDUCATION BACKGROUND**

**Bachelor Of Commerce(Finance Option):** Pioneer international university,2017-2021

**Kenya Certificate Of Secondary Education:** C Plus, Shiners Girls Secondary School, 2013-2016

**Kenya Certificate Of Primary Education: 309/500,** Botoret primary school, 2003-2012

**KEY SKILLS**

* **Business management**: help entrepreneurs to understand investment fields, practice sound investment decision making, formulation of investment policy strategy and analysis of different investment vehicles.
* **Language skills :** Fluent in English and kiswahili (both oral and written)
* **Communication**: able to communicate clearly and efficiently to verbally and written
* **Time management:** managing time and prioritizing tasks as an essential characteristic of efficient work management.

**WORK EXPERIENCE**

**Finance Intern: British American Insurance Company (BRITAM)Nairobi, Jan 2019-April 2019**

**Roles and responsibilities**

* Registration of clients application forms
* Making receipts and reconciling them on cheques received
* Capturing data and compiling them on company's savings

 **Present: Shops Sales Assistant, Kiptagich Tea Estate**

**Roles and responsibilities**

* Assisting customers with purchases
* Communicating information to customers on the brand's tea range
* Taking payments on cash and by credit, debit on inventories
* Answering telephone and email inquiries

**HOBBIES / INTEREST**

Community Volunteer Work

Learning new trends in the field of business and public

Collecting absolute best data on what I have read

Intellectual discussions

Listening to motivational talks

**REFEREES**

1. Mr. Edwin Sitienei

Head of School of Business and Management

Pioneer International University

**Tel: 0727 576965**

1. Mr. Martin Githuka

Financial Advisor Britam Insurance Company

 3. Ms. Joyce langat

Sales and Quality Analysts

 Kiptagich tea estate

**Tel: 0727331586**

Nakuru

 **Tel: 0725623238**