**CURRICULUM VITAE**

**Name: LYDIA M. OSORO**

**Phone: +254717057849/+254790936521**

**Gender: Female**

**Nationality: Kenyan**

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**CAREER OBJECTIVE**

To provide customer relations, research, translation, accounting and finance services while embracing the virtues of professional integrity, transparency and accountability, lateral thinking and a flair for flexibility in a challenging environment that provides an opportunity to learn, advance and demonstrate my ability to handle responsibility for others.

**EDUCATION**

2018 March up to date Monitoring and Evaluation

Kenya Institute of Management

2014 – 2018 Bachelor of Economics and Finance

Kenyatta University

2010 – 2013 Certificate of secondary Education

Mean Grade A (minus)

Kadika Girls High School

2006 – 2009 Certificate of Primary Education

Mean Grade B (plain)

Tabaka Academy

**WORK EXPERIENCE**

JUNE-SEPTEMBER 2016 up to date Swahili Translator

Swahili translator in a private organization and in writing assignments and research work.

MAY - AUGUST 2015 FINANCE

Worked in an attachment as an assistant accountant at P-linyx Company.

* Posting and updating quick books accounting software
* Preparing quarterly financial report for the firm.
* Assisting in filing VAT Returns for the company.
* Raising sales invoices and credit notes.
* Supporting drivers to prepare monthly vehicle fuel consumption and maintenance reports.
* Updating stocks in quick books
* Customer relations and sales executive

**SKILLS AND ACHIEVEMENTS**

**Computer skills:** Gained experience in computer skills after a three month study at Carson College of Technology in 2014. It involved a study of common office programs (word processing, MS excel, MS access, MSPowerPoint, keyboarding), internet and E-mail technology.

**Time Management:** Throughout my studies I have successfully organized my time to complete all assignments and research, meeting all deadlines while participating in a student’s society.

**Translation skills:** For the past four years I have been doing intense research work which includes writing stories and doing various assignments.

**Leadership:** As a class representative and later a vice chairlady Kenyatta University Economics Club, I worked effectively with the lectures and administration to ensure club activities run well

**Community Service:** I volunteered on a cleanup exercise at Kwa Vonza center in Kitui County, organized by Kenyatta University Student Association. I also visited a rehabilitation center at Kitui town and an orphanage (nyumbani village)

**Seminar:** Attended an Insurance seminar at Kenyatta University organized by Britam Insurance Company.

**Communication skills**: Gained experience in communication with people of different levels while studying at Kenyatta University through social networks, participating in corporate visits and in academic meetings.

**HOBBIES AND INTERESTS**

* Motivating others
* Traveling and adventure
* Socializing
* Reading

**REFERENCE**

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| --- |
| 1. Mr. Patrick Makori   Carsons College of Technology  +254725584124 |

1. Mr.JuliusAsuma

Senior Accountant

P-linyx Company

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1. Dr.Ng’etich

Lecturer

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