

Faith Mutua (sample)

Accounting Student, seeking industrial attachment

0712 000 000 · faith.sample@example.com · Machakos

PROFILE

Second-year Diploma in Accounting student at Machakos University. Comfortable with Excel and basic bookkeeping, and treasurer of a 20-member student savings group. Looking for an industrial attachment in finance or accounts from May 2027.

EDUCATION

Diploma in Accounting (2nd year), Machakos University 2025 – 2027 (expected)

KCSE, Machakos Girls High School. Grade: B- 2024

WORK EXPERIENCE

Treasurer (Volunteer work), Student savings group, Machakos Jan 2026 – Present

- Keep records of contributions and loans for 20 members in an Excel sheet
- Reconcile the group M-Pesa account every month and present the balance at meetings

Shop Assistant (holiday job), Family hardware shop, Machakos Dec 2024 – Mar 2025

- Served customers and recorded about 40 cash and M-Pesa sales a day
- Helped count stock at month-end and matched it against the sales book

Class project: Budget tracker for a small shop (Project)

- Built an Excel budget and stock tracker for a local shop, now used for its weekly orders

SKILLS

MS Excel (formulas, tables), Bookkeeping basics, Reconciliation, M-Pesa statements, Record keeping, Kiswahili and English

REFEREES

Dr. Peter Musyoka

Lecturer, Accounting, Machakos University
0722 000 001

Ms. Lucy Wambua

Class Teacher, Machakos Girls High School
0733 000 002

Mr. John Kioko

Owner, Family hardware shop
0711 000 003