PASILIA MAKARI NJUGUNA

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SUMMARY

As a finance graduate with a strong foundation in organizational operations and team collaboration, I bring a dedicated, results-oriented approach to every task. My professional experience is supported by strong communication skills, a solid work ethic, and a commitment to continuous improvement.

I have a proven ability to perform effectively in fast-paced team environments, consistently contributing to successful outcomes and organizational goals. With a track record of employer satisfaction and leadership in various roles, I am well-prepared to support operations, drive efficiency, and add value to any professional setting.

KEY SKILLS

- Team Work
- Problem solving
- MS Office Suite
- Communication skills
- Creativity & Innovation skills
- Graphic design skills

EDUCATION

Masters of Science in Financial Engineering
World quant University, New Orleans,Usa
(Ongoing)

Bachelor of Business Management (Finance and banking Option) Second Class upper division
Moi University, Eldoret, Kenya

Kenya Certificate of Secondary Education
Wahundura High School, Muranga, Kenya

(B)

EXPERIENCE

Accounting & Administrative Intern
Marula Estates Limited 04/2025 - ongoing Naivasha

- Supported accounting operations by maintaining accurate financial records and preparing reports.
- Assisted with HR functions including file management, on boarding documentation, and scheduling.
- Performed clerical duties such as data entry, filing, and updating employee records.
- Helped coordinate internal communications and ensured timely submission of administrative paperwork.

Marketing Intern
Ubunifu Green Solutions Ltd 11/2024 - 3/2025 Nakuru

- Assisted in planning and executing marketing campaigns to promote sustainability initiatives.
- Conducted market research and competitor analysis to support strategic decision-making. Manage project documentation and reports.
- Created content for social media, newsletters, and promotional materials. Coordinate team meetings and activities.
- Supported outreach efforts and participated in community engagement activities.

Finance Attache
Headway Agriventures Ltd 01/2023 - 04/2023 Eldoret

- Managed and maintained accurate records of organization information and data
- Streamlined information retrieval processes to enhance operational efficiency
- Assisted in the formulation and execution of strategic operational plans to enhance productivity.
- Monitored key performance indicators to support decision-making and improve efficiency

Project Lead (consultant)
Ubuntu Impact (Ontario, Canada)
09/2022 - 012/2022

- Worked virtually in the student pro Bono, social impact consulting club to provide African indigenous – founder - led businesses with socially impactful solutions to their most critical issues.
- Engaged in sourcing partnerships and customer networks for our clients.
- Providing financial and accounting advice to clients.
- Presenting Potential solutions to clients.

INDUSTRY EXPERTISE

- Critical Design Thinking
- Market Trend and Analysis
- Investment Strategies
- Financial Analysis

STRENGTHS

Delivering Results
- Focus on the key inputs and deliver them with right quality and timely manner.

Excellent Communication & Interpersonal skills
- I have confident verbal communication skills as demonstrated by delivering presentations in front of a large group, feedback proposal to senior management and negotiate improvements.

MOST PROUD OF

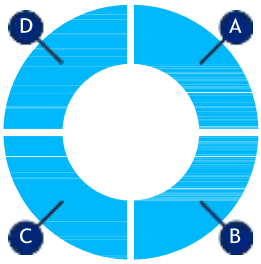
Pursued and completed Business decision making with cases certificate course virtually at the Ivey Business School, Canada through their partnership program with Moi University in 2023.

Sponsored by Ford motor company to pursue a short course on Team Building for Success at the William Davidson Institute at the University of Michigan, USA in 2022.

Elected as the Chief Information Officer of Enactus Moi University West Campus. I led the team to pitch at the 2021 Enactus World Cup after successfully winning at the 19th Enactus Kenya National Exposition with a project that aimed at increasingfood security through reducing post-harvest losses.

Pitched at the 2022 Ford - fund Covid 19 college challenge with a project that aimed at promoting Gender Equality and won grant of $5000USD.

MY TIME



A Mentoring High school students

B Volunteering for youth empowerment initiatives

C Learning Python Programming Language

D Social entrepreneurship and community empowerment

REFEREES

Available upon request

STRENGTHS

Learning and curiosity

- I am never done with learning and always seeking to improve myself. Curios about new responsibilities and taking action to learn them.

Creative Problem-solving

- Simplifies complex and ambiguous situations through continuous innovation in order to deliver consistent and sustainable solutions.

VOLUNTEERING

Volunteer

Heroes for Change, Unilever- Ke.

02/2019 – 04/2023

Impacted 1,753 primary school children by training them on proper hand washing on 5 key occasions. This was a social mission aimed at reducing infant mortality rates, cavity infections among children and trachoma infections to reduce their vulnerability to bacterial infection.

Advisory Member

Tujijenge Mashinani Initiative Kenya (CBO), Kenya

07/2020 - Ongoing

- Led an online sensitization campaign on teen pregnancy and drug abuse to over 10,000 youths in the country amid the Covid -19 pandemic.
- Coordinated a pad drive for over 5,000 girls and underpants drive for over 3,000 boys in Meru and Isiolo Counties.

Hobbies and interests

In my spare time ,I enjoy playing football and hockey because these sports keep me fit, challenge my physical limits and strengthen my team working skills.

LANGUAGES

English	Proficient	●●●●●
Swahili	Proficient	●●●●●