

## CURRICULUM VITAE

NAME **MBURU RUTH WAITHIRA**

GENDER **FEMALE**

NATIONALITY

**KENYAN**

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ADRESS

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### CAREER OBJECTIVES:

Ruth is willing to promote capacity building through enhancing strategic management and business studies. She wishes to contribute to empowerment of community members in understanding of development projects for self reliance through education and training.

### EDUCATION BACKGROUND

YEAR	INSTITUTION	QUALIFICATION
2014 - 2016	JOMO KENYATTA UNIVERSITY OF SCIENCE AND AGRICULTURE	MASTER IN BUSINESS ADMINISTRATION (Strategic Management Option)
2004 -2007	KENYATTA UNIVERSITY	BACHEROR OF EDUCATION <ul style="list-style-type: none"><li>• Business Studies</li><li>• Philosophy &amp; Religious Studies</li></ul>
1999 - 2000	KENYA TECHNICAL TEACHERS COLLEGE	DIPLOMA IN TECHNICAL EDUCATION <ul style="list-style-type: none"><li>• Business Education (Co-operative Management Option)</li></ul>
1995 - 1996	DEVONSHIRE COLLEGE OF ACCOUNTANCY	<ul style="list-style-type: none"><li>• C.P.A Sec 1 &amp; 2</li><li>• K.A.T.C.</li></ul>
1991 - 1993	KABETE TECHNICAL TRAINING INSTITUTE	DIPLOMA IN CO-OPERATIVE MANAGEMENT (K.N.E.C)
1986 - 1989	MAGUMU SECONDARY SCHOOL	KENYA CERTIFICATE OF SECONDARY EDUCATION C PLAIN
1977 - 1985	OL' KALOU PRIMARY	KENYA CERTIFICATE OF PRIMARY EDUCATION.

### EXPERTISE AREAS

Ruth is an expert in teaching of business subjects with not less than 95% pass mark of students in the diploma exams from Kenya National Examination Council for a period of 12 years consecutively. She is an expert in Micro Finance Operation with an experience in saving and credit environment of over three years.

## USE OF COMPUTER SOFTWARE

She is proficient in Microsoft Excel, Microsoft Word and Internet Explorer.

## WORK EXPERIENCE

PERIOD	EMPLOYER	DUTY STATION	POSITION AND DUTIES
2013 - DATE	Machakos University	Main Campus	Graduate Assistant Teaching - Units <ul style="list-style-type: none"><li>• Business Law</li><li>• Company Law</li><li>• Legal issues in sales</li><li>• Auditing</li></ul>
2003 - 2013	Teachers Service Commission	Machakos Technical Training Institute	Teacher - Teaching Subjects <ul style="list-style-type: none"><li>• Commercial Law</li><li>• Co-operative Law</li><li>• Nature of Co-operatives</li></ul>
2000 - 2003	Board of Governors	Muongoiya Sec School	Teacher – Subjects <ul style="list-style-type: none"><li>• Business Education</li><li>• Economics</li><li>• Commerce</li><li>• Accounts</li></ul>
1996 - 1998	World Vision Savings and Credit Co – operative Society	Karen - Nairobi	Accounts and Administrative assistant Duties: Mobilizing <ul style="list-style-type: none"><li>• New Members Recruitment &amp;Registration</li><li>• Members saving &amp; Loans disbursement and repayment follow up.</li></ul>
1993 - 1995	Tower Savings and Credit Co-operative Society	Ol'Kalou	Accounts clerk Duties: Preparation of <ul style="list-style-type: none"><li>• Cash and petty Cash Book</li><li>• Extraction of Trial Balance</li><li>• Bank Reconciliation Statements</li></ul>