

RITAH WANJIKU MWANGI

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Career Objective

To join a leading development practice so as to advance my career and utilize my skills in strategy, development and youth affairs. I am keen on being a player in an institution that supports youth and development practice and leaves a mark in the development space in Sub-Saharan Africa.

Education

- **Level A1**, Alliance Francaise, April 2018- September 2018
- **Leadership, Innovation, Invention and Entrepreneurship** (Certificate of Superior Performance and the 2017 Kectil Mentor Award)- International Kectil Program, Malmar Knowles Family Foundation, January 2017- December 2018
- **Bachelor of Commerce-** Finance Option (Second Upper), University of Nairobi, 2011-2014

Work Experience

Advantech Consulting Limited; September 2015 – To Date

Business Development Assistant/ Junior Consultant

- Assist in the appraisal of new business opportunities, leading to the creation of a health portfolio of \$1M
- Led teams to writing and winning proposals in response to Terms of Reference (ToR) for companies in the health, energy and agriculture development space.
- Led 5 internal and external technical experts to redesign the company visibility by redesigning the company website, increasing visibility to over 70% in the last two years leading to a 30% increase partner collaborations
- Improved the health portfolio performance by winning bids with partner firms leading to 60% increase in revenue and meeting my quota allocations for revenue growth
- Managing client accounts and meeting and exceeding targets relating to revenue growth, activities, profit margin, mix of products and services sales, client retention and client acquisition
- Promoted to Junior Consultant in addition to business development title upon landing first health based project in 2017.

GlaxoSmithKline Ltd, July 2014 – July 2015

Project Trainee Accountant

- Receiving, booking and subsequent payment processing of the due invoices, processing expense claims & clearing advances.
- Liaison with the account receivable department for the collection of debts owed and procurement to get departmental purchase orders processed in good time
- Achieved 90% progress on delayed payments by troubleshooting and setting up meetings to clear up delays.
- 100% improvement in filing paid vouchers for facilitation of easy audit procedures. Organized all interns to set aside Friday afternoons to file their respective departmental vouchers.

Awards

- Kectil Youth Regional Coordinator, East Africa (2018)

Volunteering

- **Akili Dada**; Enrolled as a mentor for the Young Change Makers Program which serves girls ages 13-19 by providing comprehensive secondary school scholarships, mentoring and leadership through mentoring
- **Twakutukuza Trust**; I volunteer as a singer in a choir of over 300 singers who use music to raise funds to support cancer patients in their treatment.
- **Sing Africa – Aflewo**; I volunteer as a support staff usher to co-ordinate the event

Additional information

- Other skills; Proficient in Ms. Office
- Excellent Oral and written communication skills