

# **CURRICULUM VITAE**

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## **ACADEMIC AND PROFESSIONAL QUALIFICATIONS**

Masters in Business Administration- MBA (Finance)	2009	Kenyatta University
Bachelor of Commerce Degree (Business Administration Option) Attained Second Class Honors (Upper Division)	1988	University of Nairobi
Certified Public Secretary III (CPS) Finalist	1997	K.I.A. Nairobi
Certified Sacco Professional (CSP)	2008	Strathmore University

**I am pursuing PhD in Business Administration (Strategic Management) at Jomo Kenyatta University of Agriculture and Technology. I have completed course work and I am currently writing the Thesis.**

## **WORK EXPERIENCE**

<b>September 2014 to date</b>	Embu University College
<b>Job Title</b>	Tutorial Fellow
<b>January 2014 to August, 2014</b>	Mount Kenya University
<b>Job Title</b>	Part time Lecturer
<b>September 2013 to December, 2014</b>	Jomo Kenyatta University of Agriculture and Technology
<b>Job Title</b>	Part time Lecturer

**May 2012 to August 2013**

Waumini Sacco Society Ltd

**Job Title**

Chief Executive Officer

**Responsibilities**

- To manage the Society affairs in a competent manner and ensure:
  - the implementation and adherence to the prescribed policies, procedures and standards.
  - Systems that have been established to facilitate efficient operations and communication.
  - The planning process is developed to facilitate achievement of targets and objectives.
  - All staff matters, particularly human resource development and training.
  - Adherence to the established code of conduct.
  - Adherence to the Acts, regulations, rules, by laws and any other applicable laws.
- To work in advisory capacity as a co-opted member of the Board of Directors
- Prepare and analyze on quarterly basis the Sacco's business plan and budget.
- Represent the society in business transactions authorized by the Board of Directors.
- Ensure that the account records are maintained in accordance with Internationally Accepted Accounting Standards.
- To ensure that proper books of accounts, records and returns are kept and that regular financial statistical and operational information is prepared and submitted to the Board of Directors.
- To execute the decisions taken by the Board of Directors.
- To make sure that proper security arrangements are followed in all operations as regards insurance, alarm system, cash limits, guards, the safe and strong room, mobile units if any etc and to maintain a key register.
- To make surprise checks of physical cash in hand at least twice in a month.
- To make sure that the Board meetings and the General meetings get professional information about the SACCO operations.

**October 2002 to April 2012**

Muhigia Sacco Society Ltd

**Job Title**

Chief Executive Officer

**Responsibilities:**

As above (Waumini Sacco Society Ltd)

While in Muhigia Sacco Society Ltd, between year 2003 and 2011, I accomplished the following in terms of Sacco growth:

- Loans from 353.9 million to 1.339 billion
- Assets from 531million to 1.687 billion
- Deposits from 364 million to 829 million
- Turnover from 90.8 million to 238 million

- Dividend from 8% to 11.5 %

Other achievements while in the Sacco:

- Developed the first Strategic Plan for the Sacco and operational policies.
- The Sacco was licensed by SASRA
- Opened one branch
- Enhanced partnership with apex bodies such CIC, Co-op Bank, KUSCCO and CAK
- The Sacco was awarded trophies for exemplary performance in best managed Sacco, highest average savings, best loans services, and best in training services within the same period.
- The Sacco emerged the best in the Co-operative sector category for the award of Champion of Governance (COG) Award in year 2011.

**May to October 2002**

Kenya School of Government (KSG)- Embu

**Job Title**

Administrative Secretary

**Responsibilities:**

- Handling all personnel matters in the institution.
- Alternate member of Provincial advisory Committee, Ministerial committee and Ministerial selection Board.
- Member of the institute's budget committee.
- Co-ordination of transport operations and maintenance.
- Co-ordination of postal services.
- Taking minutes in non-teaching staff meetings.
- Announcement of lecturers' staff meetings.
- Co-ordination of programs for visiting dignitaries.

**January 1999 – April 2002**

Kenya School of Government (KSG) –Embu

**Job title**

Lecturer 1

**Responsibilities:**

- Teaching CPA, CPS, and Diploma in Social Work classes
- Setting and marking examinations.
- Counseling students on matters pertaining to their studies and examinations.
- Doing research on the areas mentioned.

**February 1992 – December 1998**

Office of the President

**Job title**

Personnel Officer

**Responsibilities:**

- Processing of staff transfers, promotions, allowances, leave and medical claims.
- Supervising of staff including attending to staff discipline, provision of guidance and advice on personnel matters and work within the established policies, rules and regulations.
- Development of subordinate staff.

**January 1989 – January 1992**

Office of the President

**Job Title**

Executive Officer

**Responsibilities**

- Overseeing the purchase of office supplies, maintenance of stores records and assisting in the disposal of unserviceable equipments.
- Supervision of the junior staff.

**OTHER COURSES**

- Training of Trainers Workshop
- TOT Workshop on International Humanitarian Law.
- HIV/AIDS Education and training of trainers
- 2005 WOCCU Conference (held in Rome-Italy)
- SWAMI (Strathmore WOCCU Advanced Management Institute Program (held in Strathmore University-Kenya)
- Women’s Mentoring Program organized by Canadian Cooperative Association (held in Ottawa-Canada)-October 2008
- 2009 WOCCU Conference and Global Women Leadership Network forum (held in Barcelona-Spain)
- 2010 WOCCU Conference and Global Women Leadership Network forum (held in Las Vegas-U.S. A)
- Opening doors to equal opportunity course held in Israel –May 2011
- Training of Trainers workshop on Delinquency Management and Individual lending

**NOTABLE AWARDS**

KASNEB prize Awards for Outstanding performance: -

- June 1995 – CPS II  
-Commercial law
- December 1997 – CPS, Final Examination.  
-Company Secretary and administrative Practice.  
-Financial Planning and management.  
-CPS Section Six only.  
-Best lady Finalist Award.

**REFEREES:**

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