**KELDA MAINA**

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# **PROFILE**

# A highly talented MSc student who specialised in Financial and Business Management and has strong research background in performance measurement tools and valuation models. Also, an extremely bright and industrious individual who has conducted a ratio analysis on multiple companies such as BHP Billiton and Antofagasta in the mining sector, as well as critically evaluated the capital structure and cost of capital of major grocery stores such as Aldi and Sainsbury’s. Moreover, a reliable team member who has developed exceptional communication, problem solving, data handling and financial reporting skills which have bolstered the ability to pay attention to detail and take initiative is currently looking for a graduate business analyst role in a fun and fast-paced environment.

# **EDUCATION**

MSc Financial and Business Management – Merit | Kingston University London | 2016 – 2017

* I have successfully completed seven modules including financial modelling, financial accounting and financial management, corporate finance and financial statement analysis, management accounting and a research project. Through them, I have learnt how to develop and apply complex valuation techniques such as the residual earnings approach and discounted cash flow model as a means of performing ex-post validations of the common equity in a firm.
* The main aim of my research project was to explore whether improvements in financial and nonfinancial performance were directly related to balance scorecard usage; and whether changes in financial performance were greater when nonfinancial measures such as customer satisfaction and new product development had been incorporated by a firm. In that sense, multiple financial statements and reports were used to evaluate the underlying performance of the UK supermarket industry and its main players.

BSc Business with Human Resource Management - 2:1 | University of Brighton | 2013 – 2016

* I completed various modules which were directly related to human resources management such as employee relations, employee selection and development, managing people, organisational behaviour and working across cultures. Through them, I learnt how to evaluate and examine the implications of a global financial crisis on the recruitment, selection, training and development processes of a firm.
* The main purpose of my dissertation was to explore the role of national culture and the impact this could have on gender and participation at work. For that reason, four one-to-one interviews were conducted on the management team at M&S, as well as, one focus group on employees to gather their thoughts and opinions on how males or females from different national backgrounds were being treated.

Fdsc Management with Human Resource Management | Plymouth University | 2012 – 2013

* I achieved a distinction across all level 3 modules including academic writing, critical thinking, numeracy, computer literacy, management principles and personal development planning. This helped as well as, provided me with the confidence to complete my bachelor’s and master’s degree to such high standards.

The Hollyfield School and Sixth Form Centre | 2004 – 2012

* I was awarded 8 GCSEs at grades A-C including English and Mathematics

# **WORK EXPERIENCE & SKILLS**

Salesfloor Customer Assistant | Marks & Spencer | Kingston | Oct 2013 – Current

I am always striving to provide the best possible guidance and advice to customers in relation to product selection so that I can boost sales and encourage further demand in my department. I also tend to be very careful when handling and processing cash and card payments to ensure that no profits are lost and that customers remain highly satisfied with my services across the store. In addition, I stock the shelves with merchandise and clean the shop floor to make sure that the right health and safety standards are being met at all times.

**Skills Acquired:**

* Outstanding communication skills from listening and responding to customer requests.
* Excellent teamwork skills from sharing tasks and operating efficiently with others in my department.
* Exceptional time management from performing multiple tasks and dealing with pressures of university.

Waitress | Maison St Cassien | Wimbledon | Jun 2010 – Jul 2012

My daily duties involved greeting customers as they arrived at the restaurant, showing them to their tables, handing out menus, taking orders, serving food and drinks, dealing with cash or card payments, and making sure the tables were clean.

**Skills Acquired:**

* Strong customer awareness from dealing with individual needs and preferences.

# **HOBBIES & INTERESTS**

* In my spare time, I enjoy socialising with friends, watching films, driving, and exploring new areas.

**REFERENCES AVAILABLE UPON REQUEST**