 **CURRICULUM VITAE**

**Name:** ENID MUTHONI MUTONGA

**Birth:** 8th June 1985

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**CAREER AND PERSONAL OBJECTIVE**

To constantly learn and upgrade my **Accounting/ Banking** and **Finance** skills. I am an innovative, goal- driven, ambitious, pro-active, analytical professional. Seeking to work in a busy and challenging environment under minimum supervision and rise through the ranks to management level while exercising my abilities to the fullest extent as I support individuals and incorporate growth

**SKILLS AND COMPETENCE**

* Excellent communication and interpersonal skills.
* Excellent strategic thinking skills
* Research and negotiation skills
* Proficient in Microsoft Office suite: excellent knowledge of MS Word, Microsoft Outlook, Excel, PowerPoint, Databases, Spreadsheets and the Internet.
* Fluent in spoken and written English, Kiswahili.
* Excellent telephone etiquette.
* Ability to adapt in any environment and can work in shifts.
* Analytical and time management skills.
* Ability to work under minimal supervision.
* Good working knowledge of Quickbooks, Sage and Accounting programs

**WORK EXPERIENCE**

June 2011-september 2014 Emckan Investments

**Position; Accountant**

**Duties**:

* Provide sound financial advice to the company.
* Recommend strategies the company can use to achieve their financial goals and objectives as well as advice on debt management, cash management, insurance coverage, and investments.
* Identify and keep abreast of new market trends.
* Oversee the investments and making necessary changes in order to help the company to make profits.
* Handle customer complaints and resolve problems.
* Management of office petty cash
* Assist in cordination of office audits.
* Preparing financial reports.

Jun 2010 - Feb 2011: Co-operative Bank of Kenya

**Position: Direct Sales Representative**

**Duties:**

* Advancing loans.
* Opening accounts.
* Responding to customer queries.
* Preparation of performance monthly reports.

Mar 2008 - Nov 2009: Four M Insurance Brokers Ltd

**Position: Accountant**

**Duties:**

* Preparation of financial reports which include weekly, monthly and annual financial statements.
* Preparing budgets forecasting and periodic performance reports for presentation to board of directors.
* Management of office petty cash and register.
* Payroll management and remittance of statutory and other deductions before due dates (NSSF, NHIF, PAYE).
* Assist in co-ordination of office audits in consultation with external auditors and implementing of audit recommendations.
* Identifying and selecting credible supplies and ensuring that ordered goods and services are delivered on time and payment made in accordance with procurement agreements.

**EDUCATIONAL BACKGROUND**

Aug 2009 – Sept 2013: University of Nairobi

**Bachelor of Commerce (Finance)**

**Second class (lower division)**

Apr 2004 - Jun 2007: Kenya School of Monetary Studies

**Certificate in Banking & Financial Services**

Jan 1999 - Nov 2002: Chogoria Girls High School

**Kenya Certificate of Secondary Education**

**ACHIEVEMENTS AND RECOGNITION**

Member of Kenya Institute of Bankers (KIB)

**AVAILABILITY**

Immediately

**REFEREES**

**Gilbert Alela**

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