Collins.256489@2freemail.com

CURRICULUM VITAE



**Name :** Collins

**Nationality** : Kenyan

**Visa status :** Visit Visa

**Marital status :** Single

**Language :** Fluent English

**CAREER OBJECTIVE**

My objective is to work in a fast paced accounting environment where I can establish myself as a finance team player and enhance my knowledge in accounting while meeting targets for all the stakeholders.

**WORK EXPERIENCE**

**Jan-2014-Nov 2015**

**Geminia Insurance Company Ltd,**

**Position: Accounts Assistant**

**Duties & Responsibilities:**

* Enhance good relationships with clients, staff and other relevant parties that the company deals with to ensure smooth running of operations
* Assisting in putting in place, implement and enforce proper financial controls
* Identification and resolution of customer issues and timely response to customer account queries
* Ensure all cheques collected are recorded, receipts issued and the customer account updated
* Assisting and supporting internal and external audits

**June 2007-Dec 2013**

**Geminia Insurance Company Ltd**

**Position: Accounts Clerk;**

**Duties & Responsibilities**

* Verifying customer balances and rectifying discrepancies in accounts receivable books
* Dealing with bank reconciliation, payments and receipts
* Coordinating with accounts receivable team in collecting payments from customers
* Assisting senior accounting staff in preparing budgets, periodic financial statements and records
* Handling petty cash
* Reconciling daily cash and cheque receipts
* Ensuring timely dispatch of monthly statements to the clients
* Ensure an effective filing system in the office and safe keeping of all financial records
* Assisting and supporting internal and external audits

**KEY PROFESSIONAL SKILLS**

* Competent in the use of Accounting packages i.e. Quick books, Pastel
* Well-honed interpersonal, communication, presentation and consultative skills
* Ability to work effectively in a diversified multi-disciplined set up and in a highly collaborative team environment
* High level of attention to detail in all aspects of work responsibilities and demonstrated honesty and confidentiality
* A person of high integrity, accurate and methodical
* Conversant with all levels of accounting from books of original entry to preparing financial statements
* Ability to work effectively in a highly collaborative team environment
* Highly motivated, energetic, analytical, self-starter, able to work independently
* Good organization and administrative skills.

**ACADEMIC BACKGROUND**

* Bachelor of Commerce (Accounting & Finance)-Strathmore University-May 2011-April 2013
* CPA Part III –Jan 2009-Jan 2009
* CPA Part II –Jan 2007-Dec 2007
* CPA Part I –Jan 2006-Dec 2006
* Kenya Certificate of Secondary Education (KCSE) B-(minus),Vigina Secondary School.2002

**REFEREES UPON REQUEST**