**KEN**

**Dubai, United Arabs Emirates.**

**Email:** [*ken.300516@2freemail.com*](mailto:ken.300516@2freemail.com)

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**PERSONAL DETAILS:**

Date of Birth : 18th Oct 1990

Gender : Male

Nationality : Kenyan

Language : English

Visa Status : Visit Visa (3 months)

**PERSONAL SUMMARY:**

An Accounts Assistant with three years of experience flawless preparation of presentations, preparing facility reports and maintaining the utmost confidentiality. Performed general office procedures, where an in depth knowledge of office management principles and considerable experience in bookkeeping were obtained. Graduate with a BSc Degree in Actuarial Science.

**Key Professional Skills and Competencies:**

* Computer Proficiency: In depth knowledge of Microsoft Office software.
* Ability to learn new software applications.
* In-depth Knowledge of Financial mathematics and easy in calculations
* Communicate effectively with staff/executives – Effective verbal/written communication skills.
* Attention to detail, excellent planning, organizing and time management skills.
* Customer-service orientation.
* Reliability.

**PROFESSIONAL WORK EXPERIENCE:**

**Jan 2015- July 2016 : Goshens Real Estate**

**Accounts/ Administrative Assistant**

Duties and Responsibilities:

* Assisting clients with property sales and development
* Provide assistance in preparing financial statements.
* Manage Petty cash transactions.
* Providing legal, economic and market advice
* Liaising with escrow companies, lenders, home inspectors and pest controllers
* Process payments and invoices accurately and timely as per company procedures.
* Verify financial statements, ledgers and accounts for errors and make appropriate corrections.
* Assistance in preparation of Budget.
* Follow ups receivables.
* Preparing and interpreting legal documents including listings and sales contracts.
* Ensuring terms and conditions of agreements are met
* Maintaining and liaising with clients
* Coordinating property closings and overseeing document signing
* Analyzing market trends to determine competitive market prices

**Feb 2013- Nov 2014 : Interfarm Kenya Limited**

**Accounts Assistant**

Duties and Responsibilities:

* Listening to customer requirements and presenting appropriately to make sales
* Maintaining and developing relationships with existing customers in person via calls and mails
* Reconciliation of Orders and Receipts.
* Responding to incoming mails and phone queries
* Receivables and Payable management.
* Acting as a contact between a company and its existing and potential markets
* Negotiating the terms of agreement and closing sales
* Gathering market and customer information
* Representing the organization at trade exhibitions, events and demonstrations
* Negotiating on price, costs, delivery and specifications with buyers and managers
* Liaising with suppliers to check the progress of existing orders
* Checking quantities of goods on display in stock
* Recording sales and order information and sending copies to the sales office or entering into a computer system
* Reviewing your own sales performance, aiming to meet or exceed targets
* Making accurate, rapid cost calculations and providing customers with quotations

**Feb 2012- May 2012 : National Hospital Insurance Fund (NHIF)**

**Industrial Attachment**

Duties and Responsibilities:

Verifying data (snap check for accuracy)

Bank Reconciliation

Compiling reports on gaps

Checking for compliance

Data entry on E-box

**Other significant experience**

2013-2016 : Volunteer, Assistant Teacher

2013-2015 : Volunteer, New Life Child Care Centre.

Aug 2012 : Volunteer,Overcomers Ministry Rongai

**EDUCATION AND PROFESSIONAL QUALIFICATION:**

2014-2015 : KASNEB : CSIA

2010-2015 :Dedan Kimathi University of Technology : Degree Actuarial Science

2009-2010 : Naivasha Computer College : Computer Packages

2005-2008 : Nyahururu Boys High School: Kenya Certificate of Secondary Education

**Hobbies:**

Volunteering, Reading, Socializing and Acting

**REFEREES**

Available upon request