**CURRICLUM VITAE**

**PERSONAL INFORMATION**

Elizabeth.324031@2freemail.com

NAMES: ELIZABETH

NATIONALITY: KENYAN

VISA STATUS: EMPLOYMENT

GENDER: FEMALE

LANGUAGES KNOWN: English and Swahili

**PROFILE**:

* I hereby believe that performance of any job is basically a function of one’s ability and the level

Of information gained.

* I am friendly, creative, trustworthy, analytical and with respect for confidential information.
* Holds high professionalism and ethics with strong communication skills.
* Ability to prioritize work and meet set deadlines.
* Have both theoretical and practical knowledge in processing and controlling financial books.
* Competent in basic computer packages s well as accounting packages.
* Able team player, committed and enthusiastic.

**CAREER OBJECTIVES**:

* To participate through competent service in a reputable institution in matters related to

Accounting, data entry and customer service.

* To work honestly, professionally and give a world class quality service to achieve company goals by maintaining the reputation and image of the company.
* To carry out assigned proactive schedules and reactive tasks as required.
* To solve problems is a hospitable, professional and in effective manner.
* Responsible for the correct care and use of specified authorized company’s facilities.

**WORK EXPERIENCE:**

February 2014-March 2015: CARITAS NATIONAL YOUTH FUND

Locations: Nairobi, Kenya.

Position: Accountant

* Receiving cash deposit slips and issuing receipts.
* Maintaining daily deposit logs
* Working with spreadsheets, sales and purchase ledgers and journals.
* Managing petty cash transactions
* Reconciling finance accounts and direct debits
* Reporting to management regarding the finances of establishment.

April 2015-March 2016: UAP INSURANCE

Position: Financial Adviser, Life department.

* Sale of life policies.
* Policy premium receipt depositing.
* Issuing policy documents to the clients.
* Advising and helping clients make their claims.

April 2016-Date:

Position: House keeping

* Report for duty as specified in the duty roster well groomed
* Collect required cleaning materials & equipments from the store and proceed

with assignments.

* Carry out routine cleaning work throughout the day as per the cleaning schedules.
* Report any damage, misuse or breakage of properties, fixture/fittings to supervisor.
* Maintain good professional relations with residents, clients, guests & colleagues.
* Ensure that all customers’ feedback both positive and negative is reported to the supervisor.
* Create happiness by smiling and interacting with guests.

**EDUCATIONAL ATTAINMENTS**

1998-2005: PRIMARY EDUCATION LEVEL

* Acquired a certificate in primary education.

2006-2009: SECONDARY EDUCATION LEVEL

* Acquired a certificate in secondary education.

2010: PIXELS COMPUTER COLLEGE

* Acquired a certificate in basic computer packages.

2011-2013: NAIROBI INSTITUTE OF BUSINESS STUDIES

* COURSE:
* Professional Certificate in public accountancy [CPA].

 Part 1 and 2

* Accounting Technician Certificate (ATC).

Level 1 and 2

* Certificate in accounting computer packages
* Excel
* Sage
* Pastel
* QuickBooks

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