**PETER**

**PETER.350221@2freemail.com**

**Personal Details:**

 Date of Birth: 19/08/1995

 Marital Status: single

**Career Summary/ Objective:**

 An accounting/Finance professional with knowledgeable in finance management; maintaining a good financial internal control system, ensuring that financial and procurement procedures are well followed, as well as maintaining a proper budgetary control system by tracking budget balance before any expenditure is committed. Possess excellent numerical & data entry skills along with a comprehensive understanding of commercial, administrative and accounting procedures.

**Education & Professional Qualification:**

Certified Public Accountant, Part III section 5, July 2014-Date

Bachelor of Business Administration (Accounting and Finance option), Dedan Kimathi University, 2013-2017

 Kenya Certificate of Secondary Education, B (Plain), St Joseph’s Seminary, 2009-2012

Kenya Certificate of Primary Education, (369 marks), Chema Academy

**Skills & Competencies:**

* Thorough knowledge of generally accepted accounting principles
* Proficient with word processing, excel spreadsheets, accountancy packages and power point
* Ability to compile, verify, analyze, interpret and disseminate critical financial data
* Ability to work well with Computerized Accounting, Quick Books, Sage And Pastel, MS-Word, MS-Excel, MS-Power Point, MS-Access, Internet
* Experience of working to tight deadlines with limited resources
* Highly organized, proactive, hardworking, focused, & have attention to detail

**PROFESSIONAL EXPERIENCE**

Intern – Accountants Assistant;

TAIFA SACCO, January 2016-March 2016;

**Duties &Responsibilities:**

* Prepared periodic analysis
* Reconciliation of statements of accounts, premium and loss reserve accounts
* Analyzed financial performance and so contributing to medium and long-term business planning/forecasts
* Reconciled Portfolio premiums and loss entries and withdrawals
* Managed daily accounting activities and credit control including cash management, receivables and payables
* Ensured proper filing and safe custody of records of accounts
* Implemented procedures, risk management and internal control

Audit Assistant -Githuthi and company Certified Public Accountant- September 2016 to Dec 2016

**Interests/Hobbies**:

* Reading, Youth activities & Community Service