**Victor**

Marital Status: Single Languages: English & Kiswahili

Gender: Male Religion: Christian

Nationality: Kenyan E-Mail Address: [victor.355086@2freemail.com](mailto:victor.355086@2freemail.com)

Date of Birth: 07/07/1987

**CAREER OBJECTIVE**

Dedicated accounting professional with over 3years experience, strong work ethics, great organizational and communication skills seeking challenging roles in the Accounting job where I look to utilize and grow my skills and expertise.

**PROFILE**

I am able to perform accounting procedures; prepares and maintain accurate records; and prepares accounting files and documents. I have extensive knowledge in financial planning, accounting principles, bookkeeping procedures and budget processing. I am able to work with variety of data and manage multiple tasks simultaneously. I have excellent tabulation skills. Good communication skills make me able to perform good interaction with other staffs.

**STRENGTHS**

* Ability to handle sensitive, confidential and interpersonal matters adequately.
* Effective communication; written, oral and through presentations.
* Keen interest in people, facts and events.
* Quick and correct decision making skills.
* Result oriented and ability to take initiative.
* Excellent planning and organizational
* Confident, innovative, self motivated, dynamic, proactive and charismatic

**COMPUTER SKILLS**

* Microsoft Office Packages: Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Access, Microsoft Outlook, Microsoft Publisher.
* Accounting Software: QuickBooks, Sage and Pastel.
* Other: Adobe Reader, Adobe Page maker.

### EDUCATION & PROFESSIONAL QUALIFICATIONS

* Bachelor of Commerce(Accounting option) ,3rd year, Maseno University, 2017 continuing
* Certified Public Accountant (CPA), Part III, Vision Institute of Professionals, 2017 ongoing
* Certified Public Accountant (CPA), Part II, Vision Institute of Professionals, 2013
* Accounting Technicians Certificate (ATC), Level II, Vision Institute of Professionals, 2010
* Kenya Certificate of Secondary Education (KCSE), Olembo Boys High School, 2007
* Kenya Certificate of Primary Education (KCPE), Kodum Primary School, 2003

**PROFESSIONAL EXPERIENCE**

**JUMUIA RESORTS LIMITED**

***Assistant Accountant (October 2013 – To Date)***

***Responsibilities****:*

* Maintaining and updating books of accounts and preparing trial balance.
* Preparing monthly financial reports, management reports, and other financial statements.
* Preparing budgets and budgetary control variance analysis reports.
* Preparing cash flow forecasts.
* Maintaining fixed Assets register
* Following up with receivables and payables accounts regularly and reporting to the management.
* Liaising with external auditors; preparing audit schedules and financial statements for audit purposes
* Ensuring compliance with legal and statutory requirements
* Ensuring sound internal controls
* Ensuring effective stock management
* Ensuring proper administration of regulatory and staff benefit schemes
* Ensuring proper filing and safe custody of records of accounts
* Operating computers programmed with accounting software to record, store, and analyze information.
* Processing all payment and posting to the general ledger
* Maintaining the cash book, reconciling the General ledger & Bank reconciliation
* Performing general office duties such as filing, answering telephones, and handling routine correspondence.
* Any other duty assigned from time to time

**ACHIEVEMENTS**

* Converted manual payroll system into all digital system, designing, implementing and training staff on usage.
* Simplified the processes of retrieving data from the computer system, maintaining department records, typing and compile reports daily, quarterly and annually, saving Ksh.48, 000 in labor costs annually.
* Ensured proper administration of regulatory and staff benefit schemes.

**SEMINOR AND WORKSHOP ATTENDED**

**June 2015**: Attended Management Development Programs on Investing and Financing

decisions for hospitality managers at Kenya Utalii College.

**Mar 2015**: Attended a refresher course on Hotel Accounting Techniques at Utalii College

**July 2014**: Attended Unmatched Customer Experience training at Jumuia Beach Resort.

**HOBBIES**

* Reading Business Articles.
* Watching Football.
* Making Friends and Trying new ideas